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ABSTRACT

A Systems and Procedures Exchange Center (SPEC) survey conducted in 1986 investigated the collection and use of management statistics in Association of Research Libraries (ARL) member libraries, and SPEC Kit #134 (May 1987) summarized the kinds of statistics collected and the reasons given by the 91 respondents for collecting them. This more recent SPEC Kit looks at the next step in the process--how libraries use the statistics they collect. SPEC Kit #134 categorized the types of statistics collected by placing them in one of five groupings: measures of activity and workload; measures of holdings; measures of facility (building) use; measures of resources generated and expended; and "others." In this document, ways in which libraries use these statistics are categorized in four groupings: (1) comparative data: i.e., presentation of numerical data showing year-to-year increases or decreases within or among libraries; (2) required reporting: provision of quantitative information for a given period of time to satisfy internal and external reporting requirements; (3) cost of operations: use of public service or processing statistics together with costs to determine a cost-per-unit figure or to gauge efficiency of specific operations; and (4) formula data: provision of appropriate statistics as raw data for funding or space allocation formulas. Following a brief overview of the study and the SPEC survey results, the kit provides examples of the use of statistics in each of these four categories. Materials used as examples were contributed by the Association of Research Libraries, the University of California at Santa Barbara, the University of California Libraries, the University of California at Los Angeles, Dartmouth University, the University of Houston, the University of Missouri, Northwestern University, Notre Dame University, the University of Rochester, the University of South Carolina, and Waterloo University. (MAB)

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#153 - April 1989
OMS
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ISSN 0160 3582

USE OF MANAGEMENT STATISTICS

by John Vasi, Assistant University Librarian, Administrative Services and Planning, University of California, Santa Barbara.

In 1986, a SPEC survey investigating the collection and use of management statistics was sent to 106 ARL libraries. Ninety-one libraries responded, with 59 supplying examples of statistics-gathering forms and reports. SPEC Kit #134 (May, 1987) summarized the kinds of statistics collected and the reasons given by libraries for collecting them. This SPEC Kit looks at the next step in the process—how libraries use the statistics they collect. SPEC Kit #134 categorized the types of statistics collected by placing them in one of five groupings:

1. measures of activity and workload;
2. measures of holdings;
3. measures of facility (building) use;
4. measures of resources generated and expended; and
5. others.

Categorizing how libraries use these statistics after they collect them is also helpful to give an overview of the types of use for management statistics.

1. Comparative data: presentation of numerical data showing year-to-year increases or decreases within or among libraries.

2. Required reporting: provision of quantitative information for a given period of time to satisfy internal and external reporting requirements.

3. Cost of operations: use of public service or processing statistics together with costs to determine a cost-per-unit figure or to gauge efficiency of specific operations.

4. Formula data: provision of appropriate statistics as raw data for funding or space allocation formulas.

In many cases, these categories overlap. For example, determining costs for library operations is often combined with previous years' costs to show not only the cost of a task or service for the past reporting period, but also whether that cost is increasing or decreasing over a longer time period. An expanded discussion of these categories brings into focus some of the intended purposes and uses for management statistics.

COMPARATIVE DATA: The predominant use of statistical data seems to be for comparison purposes. Every library responding to the survey checked the response category that asked whether it used data internally to provide comparisons between itself and other libraries. Similarly, in the "External Reporting" section of the questionnaire, all libraries agreed that they provided data for national professional groups. The annual *ARL Statistics* serves as perhaps the best example of comparative library data, providing raw data as well as rank order tables to facilitate comparisons among libraries for holdings, staffing, and expenditure categories.

The predominant use of statistical data seems to be for comparison purposes.

REQUIRED REPORTING: While much "required reporting" eventually becomes comparative data, libraries are also required to report statistics to parent institutions or other agencies with which they participate. Academic libraries, for example, need to provide service statistics and fiscal information to campus or university offices on a regular basis. Other types of required reporting include information to insurers, to regional or statewide groups for interlibrary loan reimbursement, to grant-funding agencies, to multi-library collection development projects, etc.

COST OF OPERATIONS: A small percentage of libraries (approximately 10%) responding to the survey submitted documents which used output statistics and financial data to attempt to develop unit costs for operations. The cost of ordering or cataloging a book, or the cost of an interlibrary loan transaction, or other discrete operations, have been calculated by libraries. Aside from providing raw data on the actual monetary cost of operations, this type of analysis is used to compare year-to-year expenditures for specific operations.

FORMULA DATA: Fourteen of the 91 responding libraries have budgets which are determined in part by formulas employed by funding agencies. The most common formula approach is formula funding of book budgets, with libraries providing data on a number of variables (e.g., degree programs offered, student population) to drive formulas which determine the amount of funding required to meet acquisitions needs. Library staffing levels may also be driven by formula; one library uses an in-house formula to allocate student assistant funds. Space allocations are also driven by formula in some libraries.

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Despite the wide range of possible uses for management statistics listed here, the predominant use for statistics is for comparison purposes—either with other institutions or year-to-year within libraries. It may be valuable to ask why statistics are not used more frequently for other than comparative purposes. Comparative statistics seem to stand as ends-in-themselves in many cases, rather than as initial steps in an analysis of a library's operations or in quality of service. In almost all documents submitted, statistical reports were not accompanied by narrative analysis of the meaning of the data. In some cases, no analysis may be needed, and one might assume, in other cases, that annual reports or similar narratives explain the significance of the numbers. Very few libraries submitted such documents for this survey, however. Why aren't more creative, analytical uses made of the large amount of statistics collected? Another phrasing of the question might ask how library managers use statistical data to make decisions on basic library goals and management of resources.

statistics contribute to several areas of management decision-making

Judging by survey responses, it is difficult to translate statistics into direct predictors of needs. A large majority of responding libraries (77 of 91) answered that statistics contribute to several areas of management decision-making: estimating baseline data for productivity standards, signaling trouble spots for library operations, and aiding in allocating library resources. Although the survey requested examples of how data are used in this manner, almost none were received. One may infer that library administrators review management statistics and consider them when making resource allocation decisions, but that the statistics are not used in formal models as the main component in resource allocation.

There may be several reasons for this. As noted in the introduction to the *ARL Statistics,* quantitative data do not imply qualitative evaluation. This holds true for entire library programs (as summarized by the *ARL Statistics)* as well as for individual library operations. The danger of possible misinterpretation of quantitative data is best summarized by the caveats placed in the *ARL Statistics* about using the ARL rankings as a measure of library quality. Even the caveats proved to be insufficient for the ARL Index, a pure measure of size, which was eliminated from the annual statistics because, presumably, some readers could not divorce the concepts of quantity and quality. On a smaller scale in individual libraries, perhaps similar reasons weigh against using statistics as the major factor in allocating resources or assessing progress in reaching goals. Statistics cannot easily address quality, nor can library managers assume that statistical data are collected equitably enough or are sensitive enough to drive allocation models. Does one branch library answering more "reference questions" than another merit more reference staff?

An attempt to deal with the questions discussed above is the formula approach which uses statistical data to drive allocation models. Formulas assume that library data from various sources can be equitable enough to be the sole source for allocation information. For this reason, formula funding tends to be driven by numbers which can be collected objectively and are less subject to interpretation. For example, formulas which drive book budgets are based on easily agreed-upon figures: number and level of degree programs supported by the library, number of graduate and undergraduate students, average cost per volume in given disciplines for the prior year. Similarly, space allocation formulas try to use objective, simple statistics to determine space needs, with the number of users and collection size being the major factors. Formulas are rarely based on number of service transactions and cannot be based on quality of service because subjective judgment is counter to the formula approach. An important point mentioned by survey respondents, however, is that a formula approach recommends an ideal allocation, but there is no guarantee that resources will be available from the funding agency to fully fund formula recommendations.

In summary, libraries use the statistics they collect to compare operations, services, and collections with other libraries, with previous years' figures, and with self-determined baseline standards. Review of these statistics by library administrators assists in management decision-making, but is rarely the only factor used because statistics are often difficult to collect equitably and cannot address quality of service. Statistics which count physical items are used with varying degrees of success to drive formula recommendations, whether or not complete formula funding is available.

The SPEC Kit on *Use of Management Statistics* (#153, April 1989) contains examples of statistics collection reports from several ARL libraries. Also included are examples from some libraries of secondary analysis of the data collected, as well as some formula use of library statistics.

* * *

This flyer/kit was prepared as part of the OMS Collaborative Research/Writing Program.

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Use of Management Statistics in ARL Libraries
Kit #153
April 1989

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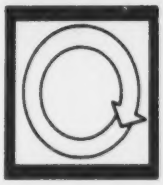
In addition to the publication of SPEC Kits, the Office of Management Services helps academic and research libraries increase their effectiveness through specialized training programs designed to improve staff competence. The OMS Training and Staff Development Program was developed in 1973, and since that time more than 7,000 librarians have participated in its programs.

Six different management institutes are offered, each geared toward preparing librarians to operate more effectively — both as individuals and as part of the library team.

BASIC LIBRARY MANAGEMENT SKILLS INSTITUTE: *The Manager*

This 3½-day institute focuses on the individual's relationship to the library organization, and to others within the organization: subordinates, peers and upper management. Through self-awareness tools and learning experiences, participants have an opportunity to reflect on their current approach to managerial and supervisory responsibilities. The institute also systematically introduces and reviews a range of concepts and techniques associated with effective management. The goal is to broaden the manager's ability to function in his or her role and to contribute to the organization as a whole.

ADVANCED LIBRARY MANAGEMENT SKILLS INSTITUTE: The Management Process

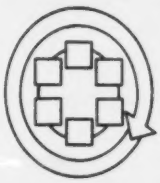


The Advanced Institute, a 5½-day program, focuses on the individual's ability to have a positive influence on the overall performance of the organization. Through simulation of a library organization, participants are able to observe the effects of various interventions on the system as a whole. This institute emphasizes skill-building in observing, diagnosing, and planning for solving organizational problems and for capitalizing on organizational opportunities.

LIBRARY ANALYTICAL SKILLS INSTITUTE

Today's libraries are much larger and more complex than those of twenty or even ten years ago. This growth has created intense competition for resources. In response, library managers recognize a need to approach organizational problems more analytically and creatively. This 3½-day institute is designed to strengthen the skills needed to observe, diagnose and take the actions required to create substantive, meaningful change in library operations and organizations. These skills are necessary for sound decision-making and planning and essential for making a case for financial support, demonstrating accountability, evaluating operations, understanding user needs or measuring user satisfaction.

MANAGING THE LEARNING PROCESS INSTITUTE



Library administrators recognize that staff development plays a crucial role in the ongoing effectiveness of individuals within the organization. Because resources are scarce, administrators need to get the most from their training dollars. This 3½-day institute is designed to provide a conceptual framework for the provision of training, as well as methods and techniques to carry out the work. With this knowledge and these skills, library staff can make better judgments about what kind of training will have a significant impact on library operations. This program can also form the basis of an inhouse training program at their home institution.

CREATIVITY TO INNOVATION WORKSHOP: *Breaking the Bonds of Traditional Thinking*

This 2½-day workshop is designed to improve library effectiveness through the application of creative problem-solving strategies to library concerns. The workshop will focus on both individual and organizational aspects of creativity. Participants will develop an understanding of personal strengths and have an opportunity to build skills in using individual and group techniques in organizational problem-solving. Factors which contribute to a climate for creativity and innovation will also be studied.

RESOURCE MANAGEMENT INSTITUTE: *Financial Skills for Librarians*

Recognizing that there are as many systems for monitoring and allocating financial resources as there are libraries, the primary goal of this institute is to help library managers make more sound resource decisions using financial tools which are already available. This 3½-day institute explores the actual and potential roles of financial management systems in improving organizational performance. The annual budget cycle will provide the context for managers to understand their contribution to the library's ability to make informed choices about the use of its resources.

Individuals interested in these programs should contact the OMS Office Manager at:
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SPEC SURVEY RESULTS

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Survey based on 86% return rate, 91 replies to 106 surveys sent.
ALL RESPONDENTS DID NOT ANSWER ALL QUESTIONS

September 15, 1986

The Collection and Use of Management Statistics in ARL Libraries

Respondent: _____

Title: _____

Phone Number (AC) _____

Feel free to use the backs of pages throughout the survey for additional information.

GENERAL INFORMATION

1. Is there an officer(s) in the library with library-wide responsibility for the collection, manipulation, and dissemination of statistics? Circle one.

60 **Yes** 27 **No** 4 libraries did not respond

If YES, and different from above, provide:

Name(s)_____

Title(s)_____

Phone(s)_____

2. Has the library reviewed any of its statistics-gathering activities during the last 5 years (e.g., to look at their usefulness, accuracy, need, or continuation)? Circle one.

63 **Yes** 26 **No** 2 libraries did not respond

If YES, enclose copies of reports, working documents, or study plans.

ALL RESPONDENTS DID NOT ANSWER ALL QUESTIONS

INTERNAL USES OF STATISTICS

3. Within the library, what uses are made of quantitative data describing library operations. Check all that apply, and enclose examples.

82 To accompany a budget request as supporting documentation
82 To accompany intra-library reporting, i.e., from Departments to Divisions, or from Department Heads to Director/Associate Director, etc.
14 As drivers for operational or management formulas used by/in the library, such as Clapp-Jordan etc. If the library uses such formulas, provide names and sources:

_____

_____

50 To establish normal or baseline data for productivity standards
74 As part of the decison making process in library resources ($, staff, space) allocation
65 As early warning signals for trouble spots in the operation of the library
77 To provide comparisons between the library and other libraries
11 Others:

_____

_____

_____

_____

4. Circle Y (YES) for those areas in the library for which the unit or department head regularly prepares a statistical report of activity, and N (NO) if no statistical reports are prepared in that area.

1)	Circulation	88Y	1 N
2)	Interlibrary Loan	88Y	0 N
3)	Acquisitions (all types)	89Y	0 N
4)	Cataloging (all types)	88Y	1 N
5)	Serials	85Y	3 N
6)	Special Collections/Archives	79Y	5 N
7)	General Reference	80Y	6 N
8)	Bindery	84Y	4 N
9)	Microform and Media	81Y	6 N
10)	Branch Library	76Y	9 N
11)	Government Publications	77Y	9 N
12)	Reserve Room	80Y	4 N
13)	Accounting & Business Office	66Y	14 N
14)	Personnel Office	54Y	22 N
15)	Systems/Computer Processing Office	44Y	30 N
16)	Library or Bibliographic Instruction Classes	76Y	9 N
17)	Computer Literature Searching	82Y	6 N
18)	Collection Development	58Y	19 N
19)	Preservation	47Y	28 N
20)	Photoduplication	74Y	12 N

Provide a few SELECTED examples of such reports.

ALL RESPONDENTS DID NOT ANSWER ALL QUESTIONS

EXTERNAL REPORTING

5. For which of the following groups does the library collect and report statistics on a regular basis? Check all that apply, and provide a few examples of lesser-known formats,.e.g, other than ARL.

a. Local or state/provincial groups.
- 64 The university (same campus) of which the library is a part.
- 30 The state/provincial library.
- 29 A state/provincial or university-wide system.
- 62 One or more agencies of the national government.
- 10 Other: _____

b. National professional (library) groups or societies.
- 24 American Library Association
- 20 Association of College and Research Libraries
- 88 Association of Research Libraries
- 9 Special Libraries Association
- 1 Canadian Library Association
- 33 Center for Research Libraries
- 24 Other: _____

c. Professional (non-library) groups or societies.
- 44 Accreditation groups
- 12 Vendors (Bowker, Wilson etc.)
- 0 Trade associations
- 2 Other: _____

d. Library or library association other than above.
- 9 State/provincial library association
- 18 Regional library association
- 9 Another academic library
- 8 Other: _____

6. Does your state/province use library data from your institution to drive any of the following resource allocation formulas. Check all that apply and send examples of statewide or provincial formulas that use library data.

- 18 a statewide or province budget formula for libraries
- 15 a statewide or province space formula for libraries
- 10 a statewide or province staffing formula for libraries.
- 8 a statewide or province collection size (how much material is to be acquired) formula for libraries.
- 45 not applicable.

Can you provide other uses of statistics from your library by the state or province, and include documents as examples.

_____

_____

ALL RESPONDENTS DID NOT ANSWER ALL QUESTIONS

TOOLS FOR GATHERING STATISTICS

7. Which of the following resources does the library use for data definitions or help in the collection of library statistics? Check all that apply.

21 Lynch, Mary Jo and Helen Eckard. Library Data Collection Handbook. Chicago, ALA, 1981. 228pp.

24 Statistics Coordinating Project. Library Statistics: A Handbook of Concepts, Definitions and Terminology. Chicago, ALA, 1966. 160pp.

39 American National Standards Committee on Library and Information Sciences and Related Publishing Practices, Z39. Library Statistics. New York, American National Standards Institute, 1983.

16 "Standards for University Libraries" C&RL News 40(2):101-110. April, 1979.

20 Kantor, Paul Objective Performance Measures for Academic and Research Libraries. Washington, D.C., ARL, 1984. 76pp.

43 U.S. Department of Health, Education, and Welfare. Higher Education General Information Survey, College and University Libraries, Fall 1976. Definitions and Instructions.

13 Others (Specify)

_____

_____

8. Which of the following statistical packages does the library use to analyze data? Circle all that apply.

19 SPSS	56 LOTUS 1-2-3	1 WORDPERFECT
0 BMDP	8 SYMPHONY	1 INNOVACQ
0 MINITAB	0 DATATRIEVE	16 OTHERS
10 SAS	0 EXECUCOM (IFPS)	1 LOCALLY WRITTEN
15 SuperCalc	8 VISICALC	
	1 REFLEX	
	8 dBASEIII	

Other: _____

9. Does the library provide training to library staff in any of the following areas for the collection and manipulation of statistical data? Check all that apply, and provide training program descriptions, rationales, schedules, etc. prepared by the libraries (rather than vendor-produced materials).

30 Use of microcomputer statistical packages.
7 Gathering and use of descriptive statistics
1 Techniques of inferential statistics.
7 Preparation and display of graphic data.
6 Other: _____

Return the survey by November 1, 1986 to Robert W. Burns, Jr., Assistant Director, CSU Library, Colorado State University, Fort Collins, CO. 80523. PHONE (303) 491-1830.

EXAMPLES OF COMPARATIVE STATISTICS

SUMMARY OF RANK ORDER TABLES FOR UNIVERSITY LIBRARIES

The table below presents the rank for each university library in each of the seventeen categories for which rank order tables are prepared. As a further indication of the relative position of each institution, note that, in the individual rank order tables on the following pages, "group codes" are used. This is done because, in a number of cases, there is a relatively insignificant difference between two institutions which are nevertheless given two different rankings. The "coarser" ranking provided by clustering institutions into groups (based upon ranges) more realistically describes a library's relative standing.

The table numbers in the chart below refer to the following categories:

Table 1 - Volumes in Library (106)
Table 2 - Volumes Added (Gross) (106)
Table 3 - Current Serials (Total) (106)
Table 4 - Microform Holdings (Total) (106)
Table 5 - Materials Expenditures (106)
Table 6 - Salaries & Wages Expenditures (106)
Table 7 - Other Operating Expenditures (106)
Table 8 - Total Expenditures (106)
Table 9 - Monographs Purchased (Volumes) (77)
Table 10 - Expenditures For Monographs (101)
Table 11 - Serials Purchased (Titles) (65)
Table 12 - Expenditures for Serials (104)
Table 13 - Total Items Loaned (106)
Table 14 - Total Items Borrowed (106)
Table 15 - Professional Staff (FTE) (106)
Table 16 - Nonprofessional Staff (FTE) (106)
Table 17 - Total Staff (FTE) (106)

INSTITUTION	TABLES																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
ALABAMA	73	95	82	84	83	104	88	101	59	76	39	68	98	91	80	104	99
ALBERTA	32	29	45	47	63	20	48	30	12	85	20	25	66	13	36	12	21
ARIZONA	23	22	25	12	15	35	43	27	6	26	8	12	13	53	26	32	26
ARIZONA STATE	48	16	22	39	17	43	37	33	11	14	U/A	15	35	44	45	27	34
BOSTON	74	71	33	37	69	58	19	54	58	75	26	43	46	2	60	48	42
BRIGHAM YOUNG	62	55	73	79	48	59	63	61	29	17	58	97	90	27	31	106	43
BRITISH COLUMBIA	33	25	41	96	40	18	76	28	8	31	22	33	51	33	21	14	18
BROWN	54	82	84	93	90	72	20	64	26	52	50	95	88	81	46	84	72
CALIF.,BERKELEY	4	2	2	10	5	2	6	3	U/A	8	U/A	3	10	6	3	10	2
CALIF.,DAVIS	51	28	12	33	19	25	45	23	15	33	2	10	17	54	49	28	39
CALIF.,IRVINE	102	63	80	85	42	47	42	44	31	41	40	51	70	42	91	91	82
CALIF.,LOS ANGELES	8	1	4	5	2	3	1	2	U/A	3	U/A	2	5	21	2	7	4
CALIF.,RIVERSIDE	101	91	93	88	86	84	70	82	24	42	59	99	97	36	106	97	103
CALIF.,SAN DIEGO	64	36	62	89	30	29	23	26	9	18	U/A	73	57	60	55	38	41
CALIF.,SANTA BARBARA	65	85	50	59	43	33	57	38	U/A	U/A	U/A	70	100	25	69	52	63

U/A - Unavailable ( ) Number of institutions reporting data

INSTITUTION	TABLES																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
CASE WESTERN RESERVE	91	106	94	101	101	91	28	83	76	100	51	79	12	51	55	97	95
CHICAGO	12	23	14	74	33	26	8	20	U/A	U/A	U/A	29	7	68	43	24	29
CINCINNATI	89	62	61	49	53	44	41	47	U/A	46	U/A	50	28	34	40	60	46
COLORADO	49	81	91	91	80	64	90	78	64	92	49	58	58	35	89	86	87
COLORADO STATE	106	104	100	106	104	102	103	106	73	98	64	103	78	23	94	100	105
COLUMBIA	7	13	7	9	10	7	11	7	25	7	9	21	23	50	8	9	6
CONNECTICUT	55	47	58	43	59	49	77	59	U/A	U/A	U/A	66	31	17	62	86	74
CORNELL	11	11	8	3	9	12	7	10	1	1	1	U/A	21	19	5	6	11
DARTMOUTH	79	101	56	56	89	98	64	95	U/A	79	31	85	73	61	97	82	94
DELAWARE	67	75	53	77	47	95	69	75	U/A	19	U/A	77	86	99	82	94	96
DUKE	19	30	21	81	29	34	18	29	16	30	U/A	22	25	89	26	34	38
EMORY	57	51	69	69	51	62	24	55	U/A	53	U/A	61	32	72	66	62	69
FLORIDA	34	39	31	34	27	39	59	37	18	36	13	36	22	66	26	44	22
FLORIDA STATE	78	89	72	31	58	92	101	87	U/A	48	U/A	60	36	73	73	91	69
GEORGETOWN	83	56	54	70	49	46	25	43	22	47	U/A	83	101	93	46	71	48
GEORGIA	36	27	11	11	21	54	47	40	U/A	55	3	4	19	79	40	34	30
GEORGIA TECH	94	84	34	25	105	103	78	105	77	101	24	101	52	103	84	105	106
GUELPH	75	45	105	92	102	101	106	104	63	97	U/A	100	106	86	105	77	101
HARVARD	1	3	1	2	1	1	2	1	U/A	2	U/A	1	11	31	1	1	1
HAWAII	50	40	23	36	67	53	29	53	50	51	11	71	82	104	64	90	75
HOUSTON	92	79	46	20	73	74	68	74	34	65	17	69	80	39	89	84	76
HOWARD	88	43	37	40	35	32	26	32	32	44	14	18	105	106	35	50	52
ILLINOIS	3	5	3	19	8	14	13	12	5	9	U/A	11	2	1	12	11	10
INDIANA	18	15	24	83	24	22	54	24	U/A	11	U/A	35	18	30	18	19	13
IOWA	28	24	19	21	23	52	100	51	U/A	32	5	19	8	41	39	88	56

U/A - Unavailable ( ) Number of institutions reporting data

INSTITUTION	TABLES																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
IOWA STATE	71	58	60	55	74	87	98	84	48	70	46	57	44	69	88	71	82
JOHNS HOPKINS	30	44	57	73	55	40	9	35	35	58	35	52	62	7	31	28	27
KANSAS	31	33	30	58	39	48	31	41	17	24	18	34	9	5	37	57	45
KENT STATE	80	99	106	98	106	81	58	97	62	96	65	104	69	61	102	95	92
KENTUCKY	56	94	86	64	64	66	55	65	60	73	U/A	53	48	24	60	58	55
LAVAL	87	73	92	100	88	36	83	58	71	93	57	93	71	15	46	26	51
LOUISIANA STATE	43	54	44	87	36	69	65	57	47	43	25	24	75	83	51	64	49
MCGILL	40	65	68	97	57	30	74	42	28	72	43	78	16	26	42	20	36
MCMASTER	103	88	103	105	72	83	99	85	33	45	61	80	89	56	101	52	89
MANITOBA	98	93	98	94	99	57	89	81	61	74	55	87	72	63	69	41	66
MARYLAND	63	32	52	28	38	38	39	36	23	40	28	38	74	98	38	43	37
MASSACHUSETTS	46	50	90	78	87	56	82	71	37	78	54	89	68	46	73	71	80
MIT	53	37	51	71	79	42	30	49	69	89	60	64	54	96	33	40	47
MIAMI	84	78	48	95	78	75	61	68	57	61	U/A	75	55	14	57	63	60
MICHIGAN	5	10	6	15	6	8	16	8	U/A	U/A	6	5	20	9	9	8	9
MICHIGAN STATE	24	38	38	44	45	37	32	39	14	29	34	54	95	78	43	56	35
MINNESOTA	15	17	16	24	13	13	21	13	U/A	13	10	13	1	11	23	30	19
MISSOURI	41	46	75	6	18	73	79	52	13	6	45	65	26	47	68	59	58
NEBRASKA	61	60	39	51	65	93	96	88	55	71	U/A	41	77	80	78	76	85
NEW MEXICO	82	77	74	35	54	50	75	62	43	87	U/A	62	60	43	51	48	54
NEW YORK	25	41	29	48	32	19	17	17	27	39	12	37	79	55	20	31	27
NORTH CAROLINA	21	14	17	29	14	24	33	19	3	10	15	23	33	90	15	22	20
NORTH CAROLINA STATE	105	90	85	26	60	80	51	66	51	83	52	59	24	87	96	65	80
NORTHWESTERN	22	26	36	63	34	27	52	31	20	25	U/A	32	61	28	21	44	32
NOTRE DAME	66	59	79	90	85	100	73	96	49	66	33	91	91	70	99	80	96

U/A - Unavailable ( ) Number of institutions reporting data

INSTITUTION	TABLES																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
OHIO STATE	16	18	27	27	25	16	15	16	7	22	16	14	15	16	19	23	14
OKLAHOMA	38	64	71	13	81	96	72	92	41	82	30	72	27	4	84	99	93
OKLAHOMA STATE	97	105	102	99	103	106	50	102	72	99	63	96	83	84	97	103	100
OREGON	68	92	66	72	66	97	94	89	21	68	41	82	76	71	82	96	88
PENNSYLVANIA	20	21	28	53	41	23	10	21	U/A	27	U/A	49	65	8	17	33	25
PENNSYLVANIA STATE	27	31	32	22	26	17	3	14	U/A	21	U/A	20	42	18	16	13	17
PITTSBURGH	29	35	35	50	62	41	46	45	U/A	60	U/A	42	30	52	33	37	33
PRINCETON	17	20	20	52	20	21	49	22	10	15	U/A	27	96	65	25	16	23
PURDUE	69	80	67	67	77	68	84	76	75	86	27	40	67	76	94	36	53
QUEEN'S	76	103	83	76	92	86	104	98	65	77	38	94	103	59	99	41	79
RICE	99	97	101	65	100	105	80	103	U/A	U/A	U/A	U/A	53	101	102	102	104
ROCHESTER	35	86	97	45	76	77	71	77	74	81	56	47	38	57	62	80	62
RUTGERS	42	34	65	38	22	11	36	15	19	28	U/A	48	50	22	24	15	15
SASKATCHEWAN	100	87	104	66	96	90	102	100	38	80	U/A	81	92	12	104	70	98
SOUTH CAROLINA	44	53	64	41	93	85	97	93	53	84	37	63	63	64	67	71	86
SOUTHERN CALIFORNIA	37	49	26	57	37	31	34	34	36	56	42	26	104	102	14	39	24
SOUTHERN ILLINOIS	58	67	49	23	82	61	81	69	52	88	19	56	6	75	69	91	58
STANFORD	9	8	15	18	4	4	5	4	U/A	5	U/A	6	39	49	7	5	8
SUNY-ALBANY	104	102	95	104	98	94	87	99	66	95	48	88	47	29	65	100	102
SUNY-BUFFALO	39	52	40	16	46	45	56	48	U/A	59	23	45	29	45	30	65	49
SUNY-STONY BROOK	90	83	96	30	68	65	95	72	U/A	57	U/A	76	45	67	79	65	78
SYRACUSE	45	72	43	14	52	67	38	60	44	63	U/A	30	102	85	51	51	60
TEMPLE	59	68	81	82	56	70	93	70	54	37	44	86	81	82	50	65	56
TENNESSEE	85	98	88	61	97	82	92	94	67	91	53	67	34	92	76	55	69
TEXAS	6	6	5	7	3	9	22	9	U/A	4	U/A	7	64	40	10	3	7

U/A - Unavailable ( ) Number of institutions reporting data

INSTITUTION	TABLES																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
TEXAS A&M	72	66	76	17	28	63	35	46	56	50	36	31	14	10	57	47	43
TORONTO	10	4	18	54	11	5	60	6	U/A	12	7	8	41	32	6	2	3
TULANE	77	69	87	68	71	99	86	91	45	49	U/A	74	87	58	80	88	91
UTAH	81	70	89	46	91	88	91	90	U/A	34	U/A	102	84	20	84	77	73
VANDERBILT	70	42	70	80	50	71	53	63	U/A	54	U/A	55	59	48	57	65	65
VIRGINIA	26	19	47	8	12	28	40	25	4	16	21	28	37	38	29	25	31
VPI & SU	86	57	59	4	61	89	66	79	42	35	29	84	49	95	73	82	89
WASHINGTON	14	9	10	1	31	15	44	18	40	64	U/A	9	3	74	13	18	16
WASHINGTON STATE	96	100	55	42	84	79	62	80	68	94	47	46	56	97	92	77	84
WASHINGTON U-ST. LOUIS	52	96	77	75	75	76	14	56	70	90	U/A	44	43	37	51	60	67
WATERLOO	95	48	78	103	94	78	85	86	46	69	62	92	99	77	92	44	77
WAYNE STATE	47	74	42	60	44	55	27	50	39	38	32	90	40	105	69	71	67
WESTERN ONTARIO	60	61	63	62	70	51	105	67	30	62	U/A	39	85	100	76	21	40
WISCONSIN	13	12	13	86	16	10	12	11	U/A	20	U/A	16	4	3	11	17	12
YALE	2	7	9	32	7	6	4	5	2	23	4	17	94	88	4	4	5
YORK	93	76	99	102	95	60	67	73	U/A	67	U/A	98	93	94	84	54	64

U/A - Unavailable ( ) Number of institutions reporting data

RANK ORDER TABLE 1: VOLUMES IN LIBRARY

The grouping of institutions below is done because, in a number of cases, there is a relatively insignificant difference between two institutions, which are nevertheless given two different rankings. In order to provide a "coarser" ranking, the institutions are thus clustered into groups according to the ranges specified here.

Group Ranges (in thousands) are:

1- 9,000 and over
2- 8,000-8,999
3- 7,000-7,999
4- 6,000-6,999
5- 5,000-5,999
6- 4,000-4,999
7- 3,000-3,999
8- 2,000-2,999
9- 1,000-1,999

Gp	Rank	Institution	Value
1	1	HARVARD	11,136,662
2	2	YALE	8,236,679
3	3	ILLINOIS	7,000,170
4	4	CALIF.,BERKELEY	6,845,732
5	5	MICHIGAN	5,920,576
	6	TEXAS	5,579,326
	7	COLUMBIA	5,551,739
	8	CALIF.,LOS ANGELES	5,486,955
	9	STANFORD	5,447,869
	10	TORONTO	5,373,654
6	11	CORNELL	4,870,570
	12	CHICAGO	4,756,076
	13	WISCONSIN	4,607,542
	14	WASHINGTON	4,549,114
	15	MINNESOTA	4,286,431
	16	OHIO STATE	4,077,575
7	17	PRINCETON	3,856,638
	18	INDIANA	3,786,962
	19	DUKE	3,510,645
	20	PENNSYLVANIA	3,376,901
	21	NORTH CAROLINA	3,301,751
	22	NORTHWESTERN	3,206,698
	23	ARIZONA	3,139,481
	24	MICHIGAN STATE	3,129,802
8	25	NEW YORK	2,932,055
	26	VIRGINIA	2,812,167
	27	PENNSYLVANIA STATE	2,808,553
	28	IOWA	2,754,851
	29	PITTSBURGH	2,661,196
	30	JOHNS HOPKINS	2,621,732
	31	KANSAS	2,571,998
	32	ALBERTA	2,555,756
	33	BRITISH COLUMBIA	2,555,667
	34	FLORIDA	2,539,417
	35	ROCHESTER	2,512,828
	36	GEORGIA	2,510,730
	37	SOUTHERN CALIFORNIA	2,497,483
	38	OKLAHOMA	2,492,364
	39	SUNY-BUFFALO	2,371,181
	40	MCGILL	2,347,242
	41	MISSOURI	2,318,012
	42	RUTGERS	2,300,292
	43	LOUISIANA STATE	2,210,758
	44	SOUTH CAROLINA	2,175,766
	45	SYRACUSE	2,158,536
	46	MASSACHUSETTS	2,129,588
	47	WAYNE STATE	2,129,392
	48	ARIZONA STATE	2,108,370
	49	COLORADO	2,096,954
	50	HAWAII	2,089,176
	51	CALIF.,DAVIS	2,082,128
	52	WASHINGTON U-ST. LOUIS	2,069,700
	53	MIT	2,029,455
	54	BROWN	2,015,469
	55	CONNECTICUT	2,013,043
9	56	KENTUCKY	1,992,499
	57	EMORY	1,951,101
	58	SOUTHERN ILLINOIS	1,899,569
	59	TEMPLE	1,896,630
	60	WESTERN ONTARIO	1,868,915
	61	NEBRASKA	1,833,558
	62	BRIGHAM YOUNG	1,802,197
	63	MARYLAND	1,780,055
	64	CALIF.,SAN DIEGO	1,760,614
	65	CALIF.,SANTA BARBARA	1,745,803
	66	NOTRE DAME	1,745,405
	67	DELAWARE	1,723,465
	68	OREGON	1,706,612
	69	PURDUE	1,695,718
	70	VANDERBILT	1,679,141
	71	IOWA STATE	1,663,235
	72	TEXAS A&M	1,655,652
	73	ALABAMA	1,654,865
	74	BOSTON	1,648,586
	75	GUELPH	1,634,610
	76	QUEEN'S	1,632,468
	77	TULANE	1,630,587
	78	FLORIDA STATE	1,624,138
	79	DARTMOUTH	1,614,015
	80	KENT STATE	1,609,598
	81	UTAH	1,588,466
	82	NEW MEXICO	1,560,054
	83	GEORGETOWN	1,553,057
	84	MIAMI	1,552,907
	85	TENNESSEE	1,552,605
	86	VPI & SU	1,551,733
	87	LAVAL	1,541,660
	88	HOWARD	1,541,337
	89	CINCINNATI	1,527,605
	90	SUNY-STONY BROOK	1,522,457
	91	CASE WESTERN RESERVE	1,493,579
	92	HOUSTON	1,485,706
	93	YORK	1,483,382
	94	GEORGIA TECH	1,468,638
	95	WATERLOO	1,468,524
	96	WASHINGTON STATE	1,456,181
	97	OKLAHOMA STATE	1,420,618
	98	MANITOBA	1,403,940
	99	RICE	1,276,197
	100	SASKATCHEWAN	1,253,984
	101	CALIF.,RIVERSIDE	1,250,372
	102	CALIF.,IRVINE	1,239,130
	103	MCMASTER	1,218,070
	104	SUNY-ALBANY	1,154,576
	105	NORTH CAROLINA STATE	1,153,720
	106	COLORADO STATE	1,071,104

U/A - Unavailable

University of Houston

PUBLIC SERVICES SUMMARY STATISTICS
AUGUST 1986

	AUGUST 1986	JULY 1986	YEAR TO DATE 85-86	AUGUST 1985	JULY 1985	YEAR TO DATE 84-85
REFERENCE						
Main In Person	5750	6687	102526	5537	7494	109867
Main Telephone	1522	2071	20086	1220	1521	20115
Main Total	7272	8758	122612	6757	9015	129982
BRANCHES						
Architecture	598	379	7345	618	407	7674
Music	614	511	8595	484	419	7656
Optometry	413	440	15087	1359	301	23098
Pharmacy	1093	572	16747	1667	745	20735
USER EDUCATION						
Classes/Tours	36	47	419	33	25	383
Participants	707	934	8530	649	444	7686
CIRES						
Searches	87	142	1967	119	154	2176
Patrons	57	86	1124	76	95	1173
Total Time (Hours)	28	42	598	34	55	581
INTERLIBRARY LOAN						
Borrow Request Process	788	795	9003	614	790	8132
Lend Request Process	1605	1717	22671	1433	1894	20853
GOVERNMENT DOCUMENTS						
New USDocs Added	328	445	5314	311	393	3896
New TXDocs Added	0	101	286	51	88	781
US Items Checked In	3913	3996	29903	2902	2637	31842
TX Items Checked In	26	80	999	93	384	2947
COPY SERVICE						
Staffed Copies	39671	42736	592192	48006	46404	743170
Vend Copies	179168	248202	3528637	191119	230994	3655375
Total Income ($)	14177	19585	247976	17585	15046	266786
CIRCULATION						
Main	20617	17548	291526	24257	17679	290267
Architecture	1371	954	21590	797	305	17881
Music	646	612	10274	496	332	9596
Optometry	659	595	12196	377	108	11885
Pharmacy	423	333	13492	1320	510	15853
TOTAL	23716	20042	349078	27247	18934	345482
TURNSTILE COUNT						
Main	68017	81868	1249979	80382	93499	1603620
Architecture	4191	3278	45386	N/A	N/A	N/A
Music	3469	3091	61837	2957	2598	52333
Optometry	4286	3877	79725	2988	3500	80701
Pharmacy	2683	2418	69004	2225	1744	51937
TOTAL	82646	94532	1505931	88552	101341	1788591

PUBLIC SERVICES SUMMARY STATISTICS
AUGUST 1986

	AUGUST 1986	JULY 1986	YEAR TO DATE 85-86	AUGUST 1985	JULY 1985	YEAR TO DATE 84-85
RESERVES						
Main	3086	1682	32440	1986	1475	28691
Architecture	161	119	5088	263	61	7586
Music	135	15	807	0	16	573
Optometry	334	100	5001	295	49	9323
Pharmacy	301	220	11615	1093	281	13054
TOTAL	4017	2136	54951	3637	1882	59227
INHOUSE SHELVING						
Main						
Stacks	25248	36413	534609	24670	36055	473427
Current Journals	13450	16908	232407	16997	21330	201690
Media Center	5246	8267	96429	5175	6318	90429
Reference Collection	2542	5282	58492	2081	2777	33732
Architecture	1006	1979	35474	835	611	19212
Music	1276	1805	17725	787	857	15745
Optometry	397	545	9946	474	325	6526
Pharmacy	458	781	7746	528	614	7251
TOTAL	49623	71980	992828	51547	68887	848012
CJMM USER ASSISTANCE						
Current Journals Desk	6155	9035	88473	7650	7572	58116
Media Center Desk	3999	5897	72903	4305	5497	63028
TOTAL	10154	14932	161376	11955	13069	121144
MICROFORMS DUPLICATED	8428	11209	105728	4394	2053	59685
SPECIAL COLLECTIONS						
Readers						
Faculty/Staff	59	31	547	38	46	293
Students	35	41	1058	52	43	1008
Others	26	22	262	26	32	233
TOTAL	120	94	1867	116	121	1534
Materials Used						
Printed Books	103	83	2112	193	138	1013
UH Archives	458	500	18128	0	2878	4801
Serials	1	117	763	41	25	398
Uncatalogued items	0	78	1050	0	0	10
TOTAL	562	778	22053	234	3041	6222
Exhibit Visitors	3400	4093	56001	0	0	25
Acquisition/Processing	484	331	4636	160	228	2157
Reference Questions	77	78	939	40	35	425

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PUBLIC SERVICES SUMMARY STATISTICS
AUGUST 1986

	YEAR TO DATE 85-86	YEAR TO DATE 84-85	PER CENT CHANGE
REFERENCE			
Main In Person	102526	109867	-6.68%
Main Telephone	20086	20115	-0.14%
Main Total	122612	129982	-5.67%
BRANCHES			
Architecture	7345	7674	-4.29%
Music	8595	7656	12.26%
Optometry	15087	23098	-34.68%
Pharmacy	16747	20735	-19.23%
USER EDUCATION			
Classes/Tours	419	383	9.40%
Participants	8530	7686	10.98%
CIRES			
Searches	1967	2176	-9.60%
Patrons	1124	1173	-4.18%
Total Time (Hours)	598	581	2.90%
INTERLIBRARY LOAN			
Borrow Request Process	9003	8132	10.71%
Lend Request Process	22671	20853	8.72%
GOVERNMENT DOCUMENTS			
New USDocs Added	5314	3896	36.40%
New TXDocs Added	286	781	-63.38%
US Items Checked In	29903	31842	-6.09%
TX Items Checked In	999	2947	-66.10%
COPY SERVICE			
Staffed Copies	592192	743170	-20.32%
Vend Copies	3528637	3655375	-3.47%
Total Income ($)	247976	266786	-7.05%
CIRCULATION			
Main	291526	290267	0.43%
Architecture	21590	17881	20.74%
Music	10274	9596	7.07%
Optometry	12196	11885	2.62%
Pharmacy	13492	15853	-14.89%
TOTAL	349078	345482	1.04%
TURNSTILE COUNT			
Main	1249979	1603620	-22.05%
Architecture	45386	N/A	45386.00%
Music	61837	52333	18.16%
Optometry	79725	80701	-1.21%
Pharmacy	69004	51937	32.86%
TOTAL	1505931	1788591	-15.80%

PUBLIC SERVICES SUMMARY STATISTICS
AUGUST 1986

	YEAR TO DATE 85-86	YEAR TOTAL 84-85	PER CENT CHANGE
RESERVES			
Main	32440	28691	13.07%
Architecture	5088	7586	-32.93%
Music	807	573	40.84%
Optometry	5001	9323	-46.36%
Pharmacy	11615	13054	-11.02%
TOTAL	54951	59227	-7.22%
INHOUSE SHELVING			
Main			
Stacks	534609	473427	12.92%
Current Journals	232407	201690	15.23%
Media Center	96429	90429	6.64%
Reference Collection	58492	33732	73.40%
Architecture	35474	19212	84.65%
Music	17725	15745	12.58%
Optometry	9946	6526	52.41%
Pharmacy	7746	7251	6.83%
TOTAL	992828	848012	17.08%
CJMM USER ASSISTANCE			
Current Journals Desk	88473	58116	52.24%
Media Center Desk	72903	63028	15.67%
TOTAL	161376	121144	33.21%
MICROFORMS DUPLICATED	105728	59685	77.14%
SPECIAL COLLECTIONS			
Readers			
Faculty/Staff	547	293	86.69%
Students	1058	1008	4.96%
Others	262	233	12.45%
TOTAL	1867	1534	21.71%
Materials Used			
Printed Books	2112	1013	108.49%
UH Archives	18128	4801	277.59%
Serials	763	398	91.71%
Uncatalogued items	1050	10	10400.00%
TOTAL	22053	6222	254.44%
Exhibit Visitors	56001	25	223904.00%
Acquisition/Processing	4636	2157	114.93%
Reference Questions	939	425	120.94%

TECHNICAL SERVICES
UNIVERSITY OF HOUSTON LIBRARIES
Performance Statistics

AUGUST 1986

	This Month	Last Month	Year-To-Date	This Mo. Last Yr.	Last Mo. Last Yr.	Y-T-D Last Yr.
Bibliographic Edit Program						
*Bib (Title) Records Created....	1,446	2,770	31,159	2,922	3,304	37,533
Orders Searched.....	1,750	116	19,562	1,497	1,402	20,773
Original/New Input.....	158	237	3,015	NA	NA	NA
Original/Completed Input.....	326	164	5,713	NA	NA	NA
Copy/Edited Input.....	NA	NA	NA	NA	NA	NA
Cataloging Services Program						
*Bib (Title) Records Created....	1,531	2,125	11,676	552	385	6,853
Copy Cat Titles Processed.....	85	138	1,794	173	157	2,006
Contract Binding Program						
*Volumes Bound.....	1,054	1,537	16,997	2,314	4,120	22,979
Serial Volumes Bound.....	415	659	8,900	NA	NA	NA
Monograph Volumes Bound.....	639	823	7,945	NA	NA	NA
Document Volumes Bound.....	0	55	152	NA	NA	NA
Database Maintenance Program						
*Records Added, Cor., Del.....	5,011	4,858	19,492	0	2,990	5,015
Catalog Cards Filed.....	15,894	22,031	235,021	27,128	29,406	327,527
Catalog Cards Pulled.....	2,343	2,033	31,103	2,672	2,337	36,201
Shelf List Cards Clrd./Filed...	3,866	4,731	53,884	NA	NA	NA
Greensheet Transfers.....	321	1	20,199	NA	NA	NA
Authority Records Searched.....	95	169	477	NA	NA	NA
Bib./Authority Records Cor.....	0	0	0	NA	NA	NA
~~Copy/Author~~. Records Corr.....	4,369	4,349	12,063	NA	NA	NA
Copy and~~=Author~~. Records Added.	598	381	1,320	NA	NA	NA
Copy Records Deleted.....	41	67	167	NA	NA	NA
Bib Records Deleted	3	61	110	NA	NA	NA
Financial Services Program						
*Monograph Titles Paid.....	1,334	773	20,486	2,231	3,243	24,298
*Serial Titles Paid.....	310	48	6,690	NA	NA	NA
Vouchers Processed.....	110	102	2,757	163	325	2,476
Invoices Processed.....	110	128	3,028	285	347	3,473
Gift and Exchange Program						
*Serial/Mono. Vols. Acquired....	1,041	331	8,339	265	129	3,239
Serial Vols/Issues Rec'd.....	3,681	651	10,268	830	454	9,980
Monograph Volumes Received.....	2,841	896	15,970*	633	174	5,123*
Inhouse Binding/Mending Program						
*Total Volumes Processed.....	533	483	6,560	481	490	5,223
Volumes Bound.....	357	291	3,767	353	374	3,700
Volumes Mended/Repaired.....	176	192	2,793	128	116	1,523
Books labeled and transferred to Arch.		291				

	This Month	Last Month	Year-To-Date	This Mo. Last Yr.	Last Mo. Last Yr.	Y-T-D Last Yr.
Monograph Ordering Program						
*Titles Ordered	1,754	68	16,606	825	775	16,254
Duplicates Returned	608	53	5,914	234	474	4,647
Orders Maintained	617	858	14,192	788	840	8,235
Claims Issued	102	241	3,012	161	53	1,333
Cancellations Issued	115	142	2,562	184	239	2,695
Status Reports Processed	400	475	8,616	443	548	4,207
Monograph Receiving Program						
*Titles Acquired	929	1,427	21,772	1,853	2,035	24,933
Firm Order Titles Acquired	164	511	14,079	879	1,333	14,105
Firm Order Titles Returned	5	16	312	8	38	420
Approval Titles Acquired	765	916	7,693	974	702	10,828
Approval Titles Returned	64	67	775	101	134	957
Preparations Program						
*Total Volumes Prepared	3,285	4,007	47,301	4,840	5,108	58,685
Selin Labels Typed	1,643	1,820	17,555	NA	NA	NA
Labels Printed From OCLC	1,642	1,804	25,109	NA	NA	NA
Retrospective Conversion Project						
*Titles Converted	0	206	14,273	35,473	1,775	104,570
SL Drawers Completed	NA	NA	NA	NA	NA	NA
Titles Sent to Cat Services	0	7	255	NA	NA	NA
Serial Ordering Program						
*Titles Maintained	469	309	8,806	216	236	9,224
New Titles Ordered	0	0	16	0	0	120
Titles Renewed	469	309	8,790	216	236	9,104
Serial Receiving Program						
*Items Received/Checked In	8,209	9,110	141,571	NA	NA	NA
Periodicals Checked In	5,353	5,116	66,218	NA	NA	NA
Non-Periodicals Checked In	580	497	6,814	NA	NA	NA
Microforms Checked In	2,276	3,531	68,539	NA	NA	NA
Records Updated	208	144	2,724	NA	NA	NA
Discards	13	29	275	NA	NA	NA
Serials Ceased	1	0	90	NA	NA	NA
Letters to Publishers	93	28	662	NA	NA	NA
Checkin Records Created	50	69	1,825	NA	NA	NA
Claims Sent	307	475	4,470	NA	NA	NA
Claim Issues Received	73	33	1,558	NA	NA	NA
Serial Titles Cancelled	0	0	3	NA	NA	NA

Miscellaneous

% of Approval Plans Budget Expended and Encumbered	State 100%	CAP 100%		
% of Firm Orders Budget Expended and Encumbered	State 100%	CAP 100%		
% of Serials Budget Expended	State 100%	CAP 100%		

*Primary Program Output.

STATISTICS REPORT OCTOBER -

ACQUISITIONS DEPARTMENT Notre Dame

JULY 1986 TO JUNE 1987

DATA	WK 1	WK 2	WK 3	WK 4	WK 5	JULY	AUG	SEPT	OCT	NOV
REQUESTS RECEIVED										
-NEW	279	69	559	588	512	736	2389	1838	2007	
-REORDER	2	0	0	0	1	5	62	24	3	
ORDERS PLACED										
-MONOGRAPHS	706	481	442	591	512	497	2079	2453	2732	
-SERIALS	0	0	2	0	0	6	0	2	2	
-PARTS/SETS	0	0	0	0	0	38	1	0	0	
-DOMESTIC	403	283	266	330	317	286	1229	1437	1599	
-FOREIGN	303	198	176	261	195	255	851	1018	1133	
-TOTAL	706	481	444	591	512	541	2080	2455	2734	
VOLUMES RECEIVED										
-MONOGRAPH	191	327	234	277	330	1127	774	839	1359	
-SERIALS/PARTS/SETS	1669	1534	1678	1571	1516	8029	6825	6385	7968	
-AUDIO	0	0	0	0	0	0	0	0	0	
-MICROFILM	2	6	12	4	7	2	24	61	31	
-OTHER MICROFORM	681	230	230	23	106	559	668	449	1270	
VOLUMES RETURNED										
-MONOGRAPH	11	12	7	4	0	82	16	21	34	
-SERIALS/PARTS/SETS	2	13	50	1	16	15	9	18	82	
-AUDIO	1	0	0	0	0	0	0	1	1	
-MICROFILM	0	0	0	0	0	0	0	36	0	
-OTHER MICROFORM	0	1	7	0	0	89	0	21	8	
CLAIMS										
MONOGRAPHS										
-1ST	200	0	0	0	64	188	271	0	264	
-2ND	83	0	0	0	15	98	54	0	98	
-3RD	48	0	0	0	56	41	53	0	104	
-SERIALS	40	96	21	75	78	853	423	748	310	
-PARTS/SETS	0	0	0	0	0	0	0	0	0	
-TOTAL	371	96	21	75	213	1180	801	748	776	
CANCELLATIONS										
-MONOGRAPH	19	43	32	15	98	368	440	252	207	
-SERIALS	5	4	2	1	3	84	222	12	15	
-PARTS/SETS	2	1	0	1	0	37	32	8	4	
-TOTAL	26	48	34	17	101	489	694	272	226	
-REORDERED	4	27	7	14	76	51	42	45	128	
-NOT REORDERED	22	21	27	3	25	438	652	227	98	
APPROVAL PLAN BOOKS										
-RECEIVED	224	275	335	199	220	970	824	877	1253	
-PROCESSED	383	87	448	23	488	964	791	894	1429	
RETURNED										
-DUPLICATE	8	0	0	0	0	8	19	5	8	
-NOT DUPLICATE	12	0	19	0	28	43	36	23	59	
INVOICES										
-PROCESSED	99	68	164	84	137	437	701	451	552	
-LINES PROCESSED	740	300	1797	400	1779	2909	3578	2425	5016	

DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
							6970
							94
							7761
							10
							39
							4551
							3257
							7810
							4099
							29207
							0
							118
							2946
							153
							124
							2
							36
							118
							723
							250
							198
							2334
							0
							3505
							1267
							333
							81
							1681
							266
							1415
							3924
							4078
							40
							161
							2141
							13928

STATISTICS REPORT OCTOBER

BINDING & REPAIRS

JULY 1986 TO JUNE 1987

DATA	WK 1	WK 2	WK 3	WK 4	WK 5	JULY	AUG	SEPT	OCT	NOV
PROCESSED TO SEND										
-PERIODICALS	39	0	134	148	14	639	374	371	335	
-MONOGRAPHS	158	164	72	125	272	378	559	376	791	
-REBINDS	24	34	39	28	3	4	36	13	128	
-MUSIC SCORES	0	0	0	0	0	0	120	24	0	
-THESES	0	11	0	15	0	144	36	57	26	
TITLES SEARCHED										
PROCESSED AS RETURNED										
-PERIODICALS	221	0	187	0	133	625	253	347	541	
-MONOGRAPHS	50	117	0	207	0	593	411	406	374	
-REBINDS	0	7	0	6	3	24	16	24	16	
-MUSIC SCORES	0	0	0	24	0	0	0	120	24	
-THESES	0	8	0	10	0	89	115	69	18	
-PERIODICALS REBOUND	0	4	1	7	1			29	13	
-NEW TITLES	0	8	5	8	0	45	23	36	21	
-TITLE CHANGES	0	1	0	0	0	2	1	3	1	
-CANCELLATIONS	0	0	11	0	0	6	1	5	11	
REPAIRS										
-SEWING	37	63	0	0	32	1	42	82	132	
-PAGES TIPPED IN	9	34	0	0	87	4	85	41	130	
-SPINES REPAIRED	7	8	0	0	6	6	49	22	21	
-RECASING	0	0	0	0	1	0	1	8	1	
-PAM BINDING	57	63	0	0	36	0	39	146	156	
-PAPER TEARS	2	12	0	0	6	1	46	30	20	
-NEW BOOK BOARDS	0	0	0	0	0	0	1	0	0	
-BOXES	0	0	0	0	0	0	0	0	0	
-END SHEETS	50	117	0	0	48	1	82	145	215	
-CUTTING PAGES	27	123	0	0	44	1	22	22	194	
-POCKETS	3	0	0	0	0	0	3	16	3	

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STATISTICS REPORT OCTOBER

GIFTS & SALES & SEARCHING

SEPT. 29 TO OCT. 31 1986

DATA	WK 1	WK 2	WK 3	WK 4	WK 5	JULY	AUG	SEPT	OCT	NOV
ITEMS RECEIVED										
-MONOGRAPHS	13	0	0	356	182	1341	1329	1110	551	
-JOURNALS	40	0	0	213	138	1406	828	418	391	
-MISCELANEOUS	17	0	0	163	432	482	428	478	612	
-TOTAL	70	0	0	732	752	3229	2565	2006	1554	
-CATALOG WITHDRAWAL	188	0	0	268	87	482	441	539	543	
TITLES SEARCHED										
-AUTHOR ONLY	5	0	0	0	48	284	2	20	53	
-NOTHING IN PUBLIC CAT.	3	0	0	0	3	621	13	28	6	
-DIFFERENT EDITION	5	0	0	0	14	119	11	20	19	
-DUPLICATE	5	0	0	0	81	517	45	106	86	
-ADD. VOL	0	0	0	0	0	25	1	0	0	
-TOTAL	18	0	0	0	146	1566	72	174	164	
SHELF CHECKED										
-TOTAL NO. CHECKED	0	0	0	0	0	147	0	0	0	
-ON SHELF	0	0	0	0	0	115	0	0	0	
-NOT ON SHELF	0	0	0	0	0	17	0	0	0	
-POOR CONDITION	0	0	0	0	0	11	0	0	0	
-HEAVY USE	0	0	0	0	0	4	0	0	0	
ITEMS TO CATALOGING										
-NEW TITLES	50	0	0	100	78	266	116	350	228	
-ADDED COPIES	14	0	0	25	14	66	63	32	53	
-ADDED VOLS	12	0.	0	0	4	45	11	16	16	
ITEMS REMOVED FROM THE LIBRARY										
-SOLD	0	0	0	0	0	0	0	0	0	
-DONATED	0	0	0	0	0	0	28	0	0	
-DISCARD	400	0	0	370	288	777	659	378	1058	
SEARCHING TITLES SEARCHED										
-ORF & CATALOG REQUESTS	546	397	319	544	292	240	2553	2184	2098	
-GIFTS	11	23	97	13	10	1648	366	40	154	
-DUPLICATE TITLES	54	73	28	32	17	417	299	176	204	
-TITLES FOR ACQUISITION	503	347	388	525	285	1471	2620	2048	2048	
-TOTAL SEARCHED	557	420	416	557	302	1888	2919	2224	2252	

UNIVERSITY OF SOUTH CAROLINA
TOP DATABASES IN HOURS USED
1985/86

BRS: Total Usage = 137.83 hours

ERIC	40.378
Medline	33.432
Psychological Abstracts	21.615
ABI/Inform	5.805
Nursing and Allied Health Literature	4.635
Social Science Citation Index	3.029
Dissertation Abstracts	2.831
Biological Abstracts	2.684
Agricola	2.092
Chemical Abstracts	1.454
INSPEC	1.245
Management Contents	1.174
Health Planning and Administration	1.142
Arts & Humanities Citation Index	.979
LLBA	.883
Exceptional Child	.878
Sociological Abstracts	.805
Sport Database	.724
PAIS	.685

DIALOG: Total Usage = 88.671 hours

Commerce Business Daily	22.472
ERIC	17.624
Foundation Grants Index	10.643
Georef	3.119
Foundation Directory	2.956
Grants	2.919
Dialindex	2.475
MLA Bibliography	1.793
NCJRS	1.641
PAIS	1.139
Social Scisearch	.979
Medline	.910
Magazine Index	.873
Criminal Justice Periodical Index	.804
National Newspaper Index	.710

COLLECTION MANAGEMENT STATISTICS

Year End Comparisons

I. Bibliographic Control

◊◊◊CATALOGING◊◊◊	84/85	85/86	Increase	% Increase
NEW TITLES				
Audiovisual	67	59	(8)	-11.94%
Books	21,240	20,689	(551)	-2.59%
Machine Readable Data Files		6	6	
Manuscripts	265	141	(124)	-46.79%
Maps	218	147	(71)	-32.57%
Scores	551	555	4	0.73%
Serials	914	865	(49)	-5.36%
Sound Recordings	1,249	2,460	1,211	96.96%
Manual	41	6	(35)	-85.37%
TOTAL NEW TITLES	24,545	24,928	383	1.56%
RECATALOGING/RECLASS				
Audiovisual	1		(1)	-100.00%
Books	342	436	94	27.49%
Machine Readable Data Files				
Manuscripts	1	4	3	300.00%
Maps		2	2	
Scores		9	9	
Serials	208	81	(127)	-61.06%
Sound Recordings	2	3	1	50.00%
Manual				
TOTAL R & R	554	535	(19)	-3.43%
TOTAL CATALOGING	25,099	25,463	364	1.45%

◊◊◊SOURCE OF BIB DATA◊◊◊	84/85	85/86	Increase	% Increase
RLIN	19,520	20,968	1,448	7.42%
OCLC	1,165	1,933	768	65.92%
Library of Congress	1,323	161	(1,162)	-87.83%
Original	3,272	2,400	(872)	-26.65%

◊◊RLIN SHARED CATALOGING◊◊	84/85	85/86	Increase	% Increase
Monographic Series	239	146	(93)	-38.91%
Sound Recordings	65	40	(25)	-38.46%
TOTAL SHARED	304	186	(118)	-38.82%

◊MACHINE READABLE RECORDS◊	84/85	85/86	Increase	% Increase
RLIN	24,308	24,152	(156)	-0.64%
OCLC	172,928	103,785	(69,143)	-39.98%
Serials System	1,096	946	(150)	-13.69%
TOTAL RECON	198,332	128,883	(69,449)	-35.02%

◊◊◊CATALOGING INPUT◊◊◊	84/85	85/86	Increase	% Increase
Audiovisual	39	42	3	7.69%
Books	3,079	1,239	(1,840)	-59.76%
Machine Readable Data Files		2	2	
Manuscripts	470	271	(199)	-42.34%
Maps	147	79	(68)	-46.26%
Scores	142	118	(24)	-16.90%
Serials	146	111	(35)	-23.97%
Sound Recordings	193	284	91	47.15%
TOTAL INPUT	4,216	2,146	(2,070)	-49.10%

◊◊◊CARD PRODUCTION◊◊◊	84/85	85/86	Increase	% Increase
RLIN	386,660	384,040	(2,620)	-0.68%
OCLC	37,640	71,832	34,192	90.84%
Library of Congress	286		(286)	-100.00%
General Microfilm	2,437	355	(2,082)	-85.43%
Typed	20,043	8,093	(11,950)	-59.62%
TOTAL	447,066	464,320	17,254	3.86%

◊◊◊SEARCHING◊◊◊	84/85	85/86	Increase	% Increase
RLIN				
H MARC	10,501	11,559	1,058	10.08%
I Acceptable	5,366	5,735	369	6.88%
T Unacceptable	826	545	(281)	-34.02%
S Total	16,693	17,839	1,146	6.87%
Non-Hits	6,756	4,695	(2,061)	-30.51%
TOTAL	23,449	22,534	(915)	-3.90%
OCLC				
H MARC	420	797	377	89.76%
I Acceptable	299	464	165	55.18%
T Unacceptable	387	436	49	12.66%
S Total	1,106	1,697	591	53.44%
Non-Hits	277	253	(24)	-8.66%
TOTAL	1,383	1,950	567	41.00%
TOTAL SEARCHING	24,832	24,484	(348)	-1.40%

◊◊SERIALS MAINTENANCE◊◊	84/85	85/86	Increase	% Increase
Bibliographic	618	504	(114)	-18.45%
Holdings	800	869	69	8.62%
Deletions	264	207	(57)	-21.59%
Added Records	189	81	(108)	-57.14%
TOTAL ACTIVITY	1,871	1,661	(210)	-11.22%

II. Physical Processing

◊◊◊BINDING◊◊◊	84/85	85/86	Increase	% Increase
COMMERCIAL				
Monographs	1,045	794	(251)	-24.02%
Serials	7,179	7,044	(135)	-1.88%
Rebinds	346	1,605	1,259	363.87%
TOTAL	8,570	9,443	873	10.19%
IN HOUSE				
Thermabind	4,783	5,274	491	10.27%
Gaylord	4,155	5,572	1,417	34.10%
Portfolios	467	405	(62)	-13.28%
DC Lum	3,066	2,473	(593)	-19.34%
Repairs	1,930	2,493	563	29.17%
TOTAL	14,401	16,217	1,816	12.61%
TOTAL ITEMS BOUND	22,971	25,660	2,689	11.71%

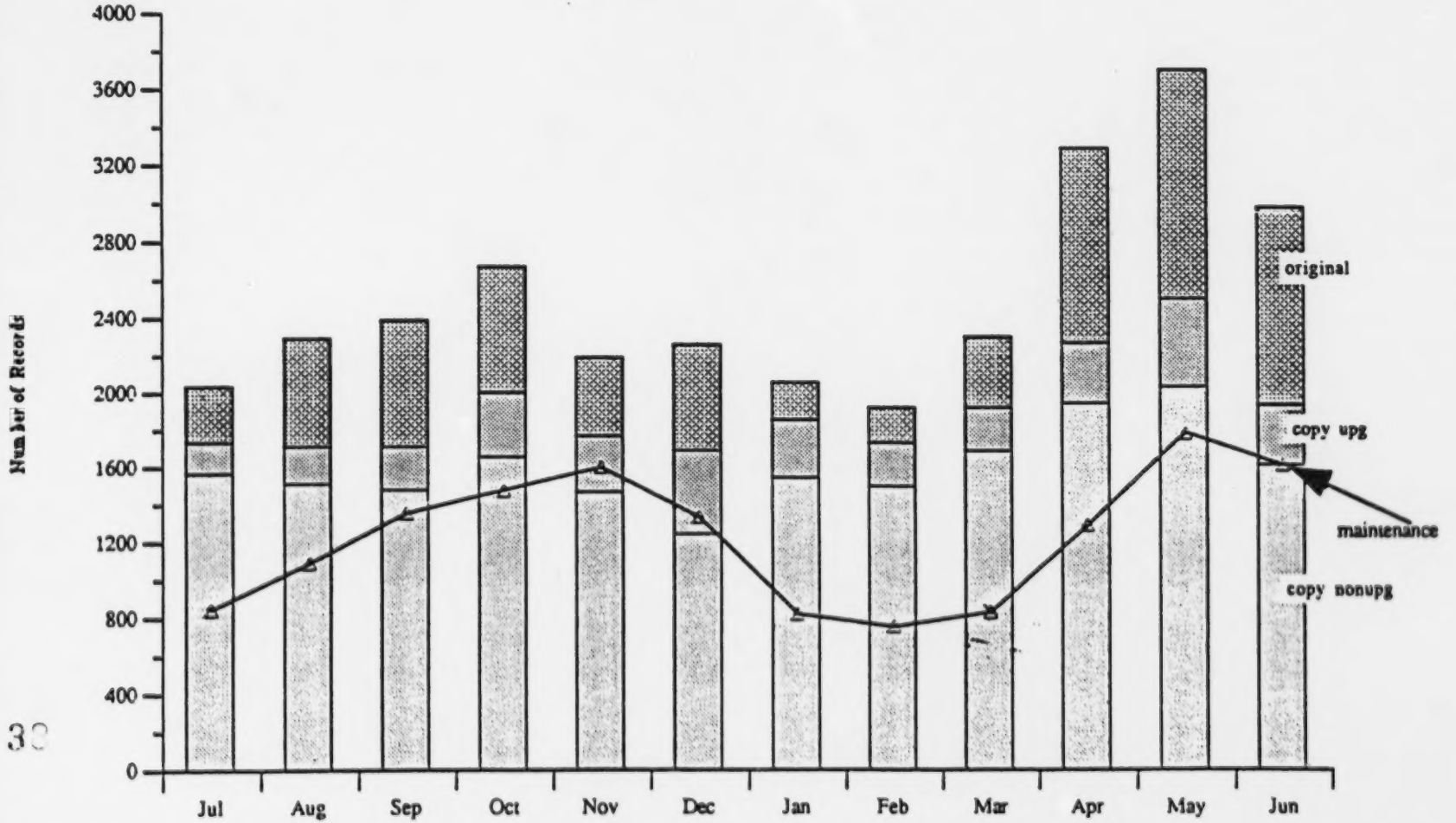
◊◊◊MARKING◊◊◊	84/85	85/86	Increase	% Increase
New	30,908	32,865	1,957	6.33%
Reclass	3,076	4,830	1,754	57.02%
TOTAL	33,984	37,695	3,711	10.92%

III. Acquisitions

◊◊◊MONOGRAPHS◊◊◊	84/85	85/86	Increase	% Increase
Orders Placed	17,042	19,323	2,281	13.38%

◊◊◊SERIALS◊◊◊	84/85	85/86	Increase	% Increase
Titles Added	804	863	59	7.34%
Titles Withdeawn	304	309	5	1.64%
NET ADDED	500	554	54	10.80%

1985/86 RLIN CATALOGING ACTIVITY



CATALOG DEPARTMENT ANNUAL REPORT
FISCAL YEAR 1984 - 1985

APPENDIX I: PRODUCTION STATISTICS

	80-81	81-82	82-83	83-84	85-85
A. TITLES CATALOGED					
++++					
Monographs					
Total	21,000	21,700	30,100	30,700	32,100
With copy	17,800	18,700	23,600	26,700	27,500
LC copy	17,800	18,700	23,600	24,800	23,400
RLIN copy			***	1,900	4,200
Original cataloging	3,200	2,700	6,200***	3,900	4,600##
(Level 1 cataloging)		100	400	300	700
(Dissertations)	300	0	1,200**	300	200
-for-					
..Main	12,600	13,600	17,300	18,300	21,400
..Africana	3,900	4,000	4,400	5,000	3,500
..Special Colln	1,400	1,600	1,500	1,000	1,100
..Reference	700	700	800	600	600
..Science Libraries	1,200	800	1,100	1,200	1,800
++++					
B. VOLUMES ADDED					
++++					
Total	41,700	39,400	47,000	47,300	49,700
From new titles	22,300	23,400	31,400	32,700	33,000
AC's, AV's	7,700	4,900	4,600	3,800	3,700
SAV's, SAC's	11,700	11,100	10,900	10,900	13,100
++++					
C. VOLUMES WITHDRAWN	4,900	5,500	3,600	2,100	2,600
++++					
D. VOLUMES TRANSFERRED	1,300	1,600	1,100	1,100	1,800
++++					
E. CATALOG CARDS					
++++					
Total	399,000	391,800	176,500	164,400	138,600
Filed in Main	242,400	218,900	55,800	54,600	60,400
Removed from Main	108,200	144,100	60,600	591,400	225,000
++++					
F. MARKING					
++++					
Total	66,300	65,600	49,800	73,700	76,600
Bindery volumes	30,100	18,300	14,200	24,100	20,800
New (incl temp)	18,100	21,000	25,700	42,400	48,300
Other (incl mend.)	17,800	*26,300	9,900**	5,900	7,900

APPENDIX I, cont.

	80-81	81-82	82-83	83-84	84-85
G. DATABASE ENHANCEMENT					
++++					
Authority records					
Total	18,600	14,200	14,800	10,600	11,400
Names	5,200	9,100	8,700	7,300	8,400
Series	13,400	5,700	6,100	3,300	3,000
Subjects			17	45	33
Bib rcds converted	4,300	*12,800	4,200	3,000	5,900
Bib rcds corrected	18,300	62,000	39,700	20,900	17,500

*Ca. 8,500 Curriculum textbooks converted and marked
**Includes ca. 700 Older NU dissertations converted
***RLIN copy counted as original during 82-83
##Includes ca. 600 Short Title Catalog analytics and ca. 400 titles reinstated from Circulation snags.

APPENDIX II.A: BACKLOGS

	9/81	9/82	9/83	9/84	9/85
A. TOTAL	56,400	60,500	58,800	54,300	53,300
B. GENERAL					
Total	32,100	35,800	33,900	30,100	27,500
.....					
NOTIS 2	11,000	10,400	10,000	9,000	8,400#
NOTIS 3	14,000	19,100	17,600	14,900	13,000
Manual*	6,700	6,400	6,300	6,100	6,100
C. AFRICANA					
Total	18,200	18,400	18,800	18,000	20,100
.....					
NOTIS 2	5,200	4,900	4,600	3,500	4,000#
NOTIS 3	13,000	13,600	14,200	14,600	16,100
D. SPECIAL COLLECTIONS					
Total	1,800	1,600	1,200	1,200	1,000#
.....					
NOTIS 2	900	800	700	700	500#
NOTIS 3	900	800	500	500	500#
E. SLAVICA					
Total	4,200	4,700	4,900	5,000	4,700
F. COMBINED TOTALS (RECORDS)*					
Manual	6,700	4,200	0	0	0
NOTIS 2	17,100	16,300	15,200	13,200	12,900#
NOTIS 3	32,500	40,000	43,600	41,100	40,400
G. UNBACKLOGGED WORKS IN PROCESS					
Total			5,100	6,900**	6,400**

* Ca. 6,300 volumes housed in the General "Manual" backlog have been converted to NOTIS 3. Item F counts records. Item B counts physical pieces.

** Includes titles pulled from backlogs for copysearch projects.

Reflects hand recount.

NOTE: A detailed historical survey of the backlogs from 1970 to date is contained in ETC (offline) jsh.backloghistory

APPENDIX II.B:

B. RELATIVE DISTRIBUTION OF BACKLOGGED MATERIAL
By percentage of total backlog

	70-71	71-72	72-73	73-74	74-75	75-76
Total						
Manual	100	?	58	52	43	41
NOTIS 2	0	?	42	48	57	59
NOTIS 3						
General	80	56	56	55	55	57
Africana	-	23	25	26	26	29
Spec Coln	5	6	6	7	7	6
Slavica	15	14	13	12	12	9

	76-77	77-78	78-79	79-80	80-81	81-82
Total						
Manual	36	31	28	14	12	7
NOTIS 2	57	50	43	36	30	27
NOTIS 3	7	19	29	46	58	66
General	57	58	57	56	57	59
Africana	30	30	32	33	32	30
Spec Coln	5	5	5	4	3	3
Slavica	8	7	7	7	7	8

	82-83	83-84	84-85
Total			
Manual	0	0	0
NOTIS 2	26	24	24
NOTIS 3	74	76	76
General	58	56	52
Africana	32	33	38
Spec Coln	2	2	2
Slavica	8	9	9

~~APPENDIX V.~~

MONOGRAPHIC CATALOGING BACKLOG: HISTORICAL SURVEY

A. Totals

	70-71	71-72	72-73	10/73	73-74	74-75
Total	33,994t	39,707t	43,009t	45,891	48,060	52,324
Manual		30,621	27,403	26,797	24,784	22,324
NOTIS 2		9,086	15,495	19,124	23,276	30,008
NOTIS 3						
General	26,484	31,858	24,278	25,551	26,295	28,910
Manual	26,484	22,772	12,783	12,654	11,425	10,847
NOTIS 2		9,086	11,485	12,897	14,870	18,063
NOTIS 3						
Africana	Incl.	Incl.	10,000	11,485	12,702	13,655
Manual	in	in	6,000	5,743	5,959	5,177
NOTIS 2	Genl.	Genl.	4,000	5,742	6,743	8,478
NOTIS 3						
Spec Coln	1,010	1,849	2,620	2,885	3,388	3,485
Manual	1,010	?	?	2,400	2,400	2,300
NOTIS 2		?	?	485	988	1,158
NOTIS 3						
Slavica	6,500	6,000	6,000	6,000	5,675	6,309
Manual	6,500	6,000	6,000	6,000	5,000	4,000
NOTIS 2					675	2,309
NOTIS 3						

1. Backlog count by title until 10/73, by volume thereafter. Estimated total volumes in backlog prior to that is: 70-1: 36,000; 71-2: 42,100; 72-3: 45,500.

2. Backlogs reorganized and recounted, 10/73. FY72-73 figures for Africana, Special Collections, and Slavica are based on 10/73 count.

3. General and Africana backlogs were separated 10/73. 1972 Africana totals are approximate. Total of General plus Africana is accurate.

4. Slavica and Special Collections backlogs were not accurately counted or included in backlog totals prior to 10/73. 1970-73 figures are approximations.

APPENDIX V:
MONOGRAPHIC CATALOGING BACKLOG: HISTORICAL SURVEY
Page 2

	75-76	76-77	77-78	78-79	79-80	80-81
Total	49,273	50,373	54,595	54,414	52,947	56,351
Manual	19,953	18,309	16,933	15,142	7,536	6,713
NOTIS 2	29,120	28,800	27,531	23,580	18,920	17,142
NOTIS 3		3,303	10,331	15,992	26,491	32,496
General	28,122	28,728	31,606	30,868	29,456	32,088
Manual	9,922	9,603	9,522	8,843	7,356	6,713
NOTIS 2	17,130	17,356	16,792	14,082	11,791	11,022
NOTIS 3		1,760	5,292	7,943	10,309	14,353
Africana	14,184	15,147	16,508	17,306	17,416	18,222
Manual	4,870	4,706	4,611	4,574	180	0
NOTIS 2	9,314	9,488	8,364	7,823	6,082	5,177
NOTIS 3		953	3,533	5,209	11,154	13,045
Spec Coln	3,163	2,619	2,862	2,664	2,178	1,834
Manual	2,161	1,000	800	725	0	0
NOTIS 2	1,002	1,506	1,619	1,000	1,047	943
NOTIS 3		113	643	939	1,131	891
Slavica	4,674	3,879	3,619	3,576	3,897	4,207
Manual	3,000	2,500	2,000	1,000	0	0
NOTIS 2	1,674	902	756	675	0	0
NOTIS 3		477	863	1,901	3,897	4,207

5. Manual and NOTIS 2 records were counted together in Slavica and Special Collections backlogs until FY78-79. Figures from 73 to 78 are approximations.

6. A few Slavica volumes were in NOTIS 2 prior to 1974, but the number was not significant, and an exact count is not available.

7. In 1978-79 there were several projects to eliminate the manual backlogs in Africana, Special Collections, and Slavica. In Slavica, the NOTIS 2 backlog was also updated to NOTIS 3.

APPENDIX V:
MONOGRAPHIC CATALOGING BACKLOG: HISTORICAL SURVEY
Page 3

	81-82	82-83	83-84	84-85	85-86	86-87
Total	60,550	58,807	54,318	53,367		
Manual	4,238	6,282	6,144	6,087		
NOTIS 2	16,063	15,366	13,189	12,909		
NOTIS 3	40,240	32,224	34,985	34,371		
General	35,832	33,900	30,092	27,537		
Manual	4,238	6,282	6,144	6,087		
NOTIS 2	10,396	10,045	9,018	8,363		
NOTIS 3	21,198	18,779	14,930	13,087		
Africana	18,416	18,799	18,043	20,109		
Manual	0	0	0	0		
NOTIS 2	4,861	4,599	3,452	3,998		
NOTIS 3	13,555	14,180	14,591	16,111		
Spec Coln	1,599	1,193	1,206	1,026		
Manual	0	0	0	0		
NOTIS 2	816	722	719	548		
NOTIS 3	784	471	487	478		
Slavica	4,709	4,935	4,977	4,695		
Manual	0	0	0	0		
NOTIS 2	0	0	0	0		
NOTIS 3	4,709	4,935	4,977	4,695		

8. A "quick conversion" project for records in the general manual backlog was begun in FY 1981-82.

9. Cataloging of Slavica was drastically curtailed in FY 1981-82.

UMC PUBLIC SERVICES STATISTICS

May 1986

	THIS MONTH THIS YEAR	THIS MONTH LAST YEAR	PERCENT CHANGE	YEAR TO DATE 1985/1986	YEAR TOTAL 1984/1985
CIRCULATION					
Ellis	15038	16546	-9.11%	221592	231226
Annex	246	291	-15.46%	3725	4141
Engineering	696	801	-13.11%	9461	11070
Geology	371	460	-19.35%	5445	5168
Health Sciences	3795	3859	-1.66%	55289	51351
General	2802	3859	-27.39%	42040	51351
Media Services	993	0	N/A	13249	0
In Library	942		N/A	11521	0
Out of Library	51		N/A	1728	0
Journalism	1321	491	169.04%	10113	27497
Math	563	774	-27.26%	7396	7811
Vet Medicine	316	325	-2.77%	4513	4636
Total Circulation Loans	22346	23547	-5.10%	317534	342900
COPY SERVICE					
Paid Copying	133776	149657	-10.61%	1711951	1956948
Divisional Copying	14731	23547	-37.44%	237856	104287
Access Services	1814	1384	31.07%	17471	22609
Administration	4539	9980	-54.52%	79965	33500
Branches/Special Materials	232	652	-64.42%	5025	1488
Reference Services	4812	7696	-37.47%	91384	28185
Technical Services	3334	3835	-13.06%	44011	18505
Total Ellis & Divisional Copying	148507	173204	-14.26%	1949807	2061235
Health Sciences	63302	21611	192.92%	692990	358572
Total All Copying	211809	194815	8.72%	2642797	2419807
INSTRUCTION					
Ellis classes		4	-100.00%	208	218
Class participants		20	-100.00%	4488	4908
Ellis tours	3	2	50.00%	56	113
Tour participants	73	27	170.37%	918	688
Library Skills students - fall			N/A	533	0
Library Skills students - winter			N/A	532	450
Special Coll classes & tours	2	3	-33.33%	19	34
Participants	18	47	-61.70%	368	502

May 1986	THIS MONTH THIS YEAR	THIS MONTH LAST YEAR	PERCENT CHANGE	YEAR TO DATE 1985/1986	YEAR TOTAL 1984/1985
INSTRUCTION (Continued)					
BRANCHES					
Engineering classes & tours			N/A	10	7
Participants			N/A	127	195
Geology classes & tours			N/A	4	8
Participants			N/A	4	52
Health Sciences classes & tours	16		N/A	249	53
Participants	56		N/A	1427	410
Journalism classes & tours			N/A	28	11
Participants			N/A	489	73
Jour Morgue classes & tours			N/A	1	0
Participants			N/A	20	0
Math classes & tours			N/A	1	3
Participants			N/A	1	35
Vet Medicine classes & tours	1		N/A	9	13
Participants	1		N/A	18	94
INTERLIBRARY LOAN					
ELLIS					
Lending					
Requests Received	1521	1642	-7.37%	21813	22847
Items Loaned:					
Originals	530	575	-7.83%	7738	8125
Photocopies	245	354	-30.79%	4255	4740
Total Filled	775	929	-16.58%	11993	12865
Borrowing					
Requests Received	409	366	11.75%	4279	4064
Items Borrowed:					
Originals	284	218	30.28%	2434	2555
Photocopies	137	131	4.58%	1275	1364
Total Borrowed	421	349	20.63%	3709	3919
HEALTH SCIENCES					
Lending					
Requests Received	1129	1123	0.53%	13557	13252
Items Loaned:					
Originals	41	53	-22.64%	709	627
Photocopies	860	828	3.86%	11208	9593
Total Filled	901	881	2.27%	11917	10220
Borrowing					
Requests Received	339	265	27.92%	3777	3418
Items Borrowed:					
Originals	101	101	0.00%	884	1452
Photocopies	192	152	26.32%	2235	1869
Total Borrowed	293	253	15.81%	3119	3321

May 1986	THIS MONTH THIS YEAR	THIS MONTH LAST YEAR	PERCENT CHANGE	YEAR TO DATE 1985/1986	YEAR TOTAL 1984/1985
LIBRARY SERVICES FOR THE DISABLED					
Patrons served	25	15	66.67%	315	193
Reference and Directional inquiries	25	14	78.57%	300	146
Card Catalog assistance		2	N/A	32	34
Items retrieved from stacks		2	N/A	152	79
LITQUEST					
Ellis					
Number of databases searched	34	92	-63.04%	644	1289
Patrons (topics)	16	37	-56.76%	265	492
Online hours	4.73	7.12	-33.57%	76.89	94.27
LITQUEST/After Dark					
Number of databases searched	25	29	-13.79%	675	772
Patrons (topics)	17	13	30.77%	424	369
Online hours	6.35	6.07	4.61%	173.95	124.14
BRANCHES					
Engineering (databases searched)			N/A	14	12
Patrons (topics)			N/A	6	5
Online hours			N/A	1.87	0
Geology (databases searched)			N/A	1	0
Patrons (topics)			N/A	1	0
Online hours			N/A	0.03	0
Health Sciences (databases searched)	623	520	19.81%	6735	6514
Patrons (topics)	304	252	20.63%	3155	3150
Online hours (non-NLM)			N/A	0	0
Journalism (databases searched)		13	N/A	34	114
Patrons (topics)		4	N/A	10	27
Online hours			N/A	3.37	0
Jour. Morgue (databases searched)			N/A	62	0
Patrons (topics)			N/A	45	0
Online hours			N/A	6.95	0
Math (databases searched)			N/A	0	0
Patrons (topics)			N/A	0	0
Online hours			N/A	0	0
Total branch searches (patrons)	304	256	18.75%	3217	3182
Total non-NLM online hours for Ellis and branches	11.08	13.19	-16.00%	263.06	218.41
Ready Ref searches - total d/b searched	146	115	26.96%	1265	419
Number of databases searched Ellis/Branches but not Health Sci.	25	20	25.00%	281	175
Number of databases searched Health Sciences	121	95	27.37%	984	244

May 1986	THIS MONTH THIS YEAR	THIS MONTH LAST YEAR	PERCENT CHANGE	YEAR TO DATE 1985/1986	YEAR TOTAL 1984/1985
MICROFORM/CLOSED SHELF JOURNAL USE					
Microform usage - Special Collections	2761	4032	-31.52%	38660	49908
Book usage - Special Collections	143	151	-5.30%	2224	2039
Closed Shelf journal usage - CPRR	646	777	-16.86%	11368	8965
Closed Shelf usage - AAM	15	23	-34.78%	267	271
RECORDED SOUND					
Circulation	535	607	-11.86%	7224	5690
Listening Room/Carrel use	117	110	6.36%	1031	1226
REFERENCE					
Ellis Reference - total inquiries	7644	8181	-6.56%	125379	135401
Reference inquiries	4715	2888	63.26%	75779	50073
Directional inquiries	2929	5293	-44.66%	21069	85328
Special Coll. - total inquiries	1213	907	33.74%	14769	12869
Reference	89	122	-27.05%	1852	1609
Directional	1124	785	43.18%	12917	11260
Circulation - directional	625	1334	-53.15%	11444	13726
Reserve - directional	1100		N/A	5210	0
Total Ellis	10582	10422	1.54%	156802	161996
BRANCHES					
Annex - total inquiries	298		N/A	2423	246
Engineering - total inquiries	153	348	-56.03%	2495	4046
Ref/Card Catalog only	58	60	-3.33%	987	931
Geology - total inquiries	263	218	20.64%	2807	2838
Ref/Card Catalog only	122	44	177.27%	1638	1200
Health Sciences - total inquiries	4274	3106	37.60%	53730	37535
Ref/Card Catalog only	1388	807	72.00%	14006	9283
Journalism - total inquiries	536	549	-2.37%	8021	8449
Ref/Card Catalog only	510	267	91.01%	5214	4318
Journalism Morgue - total inquiries		484	-100.00%	3507	5720
Ref/Card Catalog only		170	-100.00%	1823	2429
Math - total inquiries	94	301	-68.77%	2066	3132
Ref/Card Catalog only	17	24	-29.17%	490	419
Vet Medicine - total inquiries	459	323	42.11%	4321	3927
Ref/Card Catalog only	340	234	45.30%	3311	2802
Total Branches	6077	5329	14.04%	79370	65893
Total Ellis & Branches	16659	15751	5.76%	236172	227889

May 1986	THIS MONTH THIS YEAR	THIS MONTH LAST YEAR	PERCENT CHANGE	YEAR TO DATE 1985/1986	YEAR TOTAL 1984/1985
RESERVE LOANS					
Ellis	3266	4438	-26.41%	45770	48962
Engineering	540	523	3.25%	7669	9381
Geology	380	437	-13.04%	4977	4900
Health Sciences	1543	1862	-17.13%	22456	24415
Journalism	820	976	-15.98%	13095	14357
Journalism Morgue		4108	N/A	31245	30034
Math	344	335	2.69%	2667	3302
Vet Medicine	1124	929	20.99%	6374	7060
Total Reserve Loans	8017	13608	-41.09%	149173	142411
SHELVING, IN-HOUSE					
Ellis	44960	38613	16.44%	406924	342980
Annex	320		N/A	3739	289
TURNSTILE COUNT					
Ellis	80559	90447	-10.93%	1060584	1012766
Annex	179		N/A	2633	1848
Engineering	4826		N/A	69334	0
Health Sciences	26303	11602	126.71%	236657	151128
General	25709	11602	121.59%	223390	151128
Media Services	594		N/A	13267	0
Journalism	8621	10726	-19.63%	114550	92141
Total Turnstile Count	120488	112775	6.84%	1483758	1257883

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EXAMPLES OF REQUIRED REPORTS

UNIVERSITY OF CALIFORNIA
Office of the Assistant Vice President—Library Plans and Policies
Table 3a
Library Expenditures and FTE Staff Information

CAMPUS:	July 1, 1987 Adjusted Budget		
	General Funds	Restricted Funds	Total
BUDGETED FUNDS			
I. Salaries & Wages			
a. Reference/Circulation			
1. Academic	1,523,106		1,523,106
2. Staff	1,366,897		1,366,897
3. General Assistance	584,267		584,267
4. Employee Benefits	729,169		729,169
5. Subtotal	4,203,439		4,203,439
b. Acquisition/Processing			
1. Academic	1,102,938		1,102,938
2. Staff	1,739,687		1,739,687
3. General Assistance	146,067		146,067
4. Employee Benefits	626,164		626,164
5. Subtotal	3,614,856		3,614,856
c. Total Salaries & Wages	7,818,295		7,818,295
II. Library Materials	2,872,224		2,872,224
III. Binding	337,285		337,285
IV. Supplies, Expense & Equipment, and Special Items			
a. Reference/Circulation	350,551		350,551
b. Acquisition/Processing	233,701		233,701
c. Subtotal	584,252		584,252
V. Total Budgeted Funds	11,612,056		11,612,056
BUDGETED FTE STAFF			
I. Reference/Circulation			
a. Academic	36.0		36.0
b. Staff	62.8		62.8
c. General Assistance	34.42		34.42
d. Subtotal	133.22		133.22
II. Acquisition/Processing			
a. Academic	26.0		26.0
b. Staff	79.85		79.85
c. General Assistance	8.60		8.60
d. Subtotal	114.45		114.45
III. Total FTE Staff	247.67		247.67

UNIVERSITY OF CALIFORNIA
Office of the Assistant Vice President—Library Plans and Policies
Table 3b
Library Expenditures and FTE Staff Information

CAMPUS:	Proposed 1987-88 Expenditures
NONBUDGETED FUNDS	
I. Salaries & Wages	
a. Reference/Circulation	
1. Academic	
2. Staff	
3. General Assistance	
4. Employee Benefits	
5. Subtotal	
b. Acquisition/Processing	
1. Academic	
2. Staff	31,736
3. General Assistance	
4. Employee Benefits	9,204
5. Subtotal	40,940
c. Total Salaries & Wages	40,940
II. Library Materials	
III. Binding	
IV. Supplies, Expense & Equipment, and Special Items	
a. Reference/Circulation	
b. Acquisition/Processing	35,130
c. Subtotal	
V. Total Budgeted Funds	76,070
NONBUDGETED FTE STAFF	
I. Reference/Circulation	
a. Academic	
b. Staff	2.0
c. General Assistance	
d. Subtotal	2.0
II. Acquisition/Processing	
a. Academic	
b. Staff	
c. General Assistance	
d. Subtotal	
III. Total FTE Staff	2.0

UNIVERSITY OF CALIFORNIA
Office of the Assistant Vice President—Library Plans and Policies
Table 3c
Library Expenditures and FTE Staff Information

CAMPUS:	1986-87 Actual Expenditures		
	General Funds	Restricted Funds	Total
BUDGETED FUNDS			
I. Salaries & Wages			
a. Reference/Circulation			
1. Academic	1,280,075	23,643	1,303,718
2. Staff	1,208,835		1,208,835
3. General Assistance	586,117	9,116	595,233
4. Employee Benefits	728,317	1,698	730,015
5. Subtotal	3,803,344	34,457	3,837,801
b. Acquisition/Processing			
1. Academic	926,950		926,950
2. Staff	1,538,517		1,538,517
3. General Assistance	146,529		146,529
4. Employee Benefits	617,926		617,926
5. Subtotal	3,229,922		3,229,922
c. Total Salaries & Wages	7,033,266	34,457	7,067,723
II. Library Materials	3,283,659	15,621	3,299,280
III. Binding	227,845		227,845
IV. Supplies, Expense & Equipment, and Special Items			
a. Reference/Circulation	669,736		669,736
b. Acquisition/Processing	446,491	13,747	460,238
c. Subtotal	1,116,227	13,747	1,129,974
V. Total Budgeted Funds	11,660,997	63,825	11,724,822
BUDGETED FTE STAFF			
I. Reference/Circulation			
a. Academic	36.5	1.0	37.5
b. Staff	64.5		64.5
c. General Assistance	35.0	1.0	36.0
d. Subtotal	136.0	2.0	138.0
II. Acquisition/Processing			
a. Academic	21.5		21.5
b. Staff	75.65		75.65
c. General Assistance	8.02		8.02
d. Subtotal	105.17		105.17
III. Total FTE Staff	241.17	2.0	243.17

UNIVERSITY OF CALIFORNIA
Office of the Assistant Vice President—Library Plans and Policies
Table 3d
Library Expenditures and FTE Staff Information

NONBUDGETED FUNDS	1986-87 Actual
I. Salaries & Wages	
a. Reference/Circulation	
1. Academic	
2. Staff	
3. General Assistance	42,930
4. Employee Benefits	5,018
5. Subtotal	47,948
b. Acquisition/Processing	
1. Academic	
2. Staff	
3. General Assistance	
4. Employee Benefits	
5. Subtotal	
c. Total Salaries & Wages	47,948
II. Library Materials	21
III. Binding	
IV. Supplies, Expense & Equipment, and Special Items	
a. Reference/Circulation	133,901
b. Acquisition/Processing	
c. Subtotal	133,901
V. Total Budgeted Funds	181,870
NONBUDGETED FTE STAFF	
I. Reference/Circulation	
a. Academic	
b. Staff	
c. General Assistance	4.0
d. Subtotal	4.0
II. Acquisition/Processing	
a. Academic	
b. Staff	
c. General Assistance	
d. Subtotal	
III. Total FTE Staff	4.0

UNIVERSITY OF CALIFORNIA
Office of the Assistant Vice President—Library Plans and Policies
Table 3e
Libraries—Workload Information

CAMPUS:	1986-87 Actual
I. Collection Size	
a. Fully Cataloged	1,675,004
b. Brieflisted[1]	91,173
c. Inprocess[2]	10,000
d. Arrearage[3]	29,862
e. Total[4]	1,806,039
II. Gross Volumes Added	
a. Operating Budget	61,203
b. Gifts	2,000
c. Other Non-Operating Budget	0
d. Total	63,203
III. Withdrawals	2,967
IV. General Library Operating Hours[5]	
a. Main	102
b. Undergraduate	--
V. Number of Library Users—Headcount	
a. Campus Undergraduates	14,750
b. Campus Graduates	2,100
c. Campus Academic (Faculty & Other Academic)	1,385
d. Campus Staff Personnel	2,050
e. All Other (Off-Campus Card Holders)	1,085
f. Total Users	21,370
VI. Total Number of Items Checked Out Distributed by User Category	
a. Campus Undergraduates	213,617
b. Campus Graduates	106,926
c. Campus Academic (Faculty & Other Academic)	55,564
d. Campus Staff Personnel	8,009
e. All Other (Off-Campus Card Holders)	65,063
f. Total Items Checked Out	~~473,179~~ 449,179

1. Brieflisting: As of June 30, 1987, materials received and destined for permanent addition to the collections which are not fully cataloged but which are represented by one or more access points in a publicaly accessible catalog and which themselves are available for use through the normal circulation procedure.
2. Inprocess: As of June 30, 1987, all items received and destined for permanent addition to the collections which are proceeding through the processing stream to full cataloging.
3. Arrearage: As of June 30, 1987, all items acquired for the collection which are not included in the above categories.
4. Collection size "total" should equal the sum total of brieflisted, inprocess, and fully cataloged volumes.

UNIVERSITY OF CALIFORNIA
OFFICE OF THE ASSISTANT VICE PRESIDENT—LIBRARY PLANS AND POLICIES
LIBRARY STATISTICS: REPORT OF HOLDINGS

SCHEDULE A

Please return to:
Sue Plesia, 7 University Hall,
University of California, Berkeley, CA 94720,
by August 15, 1987

Campus Santa Barbara
Department Library
Unit GRAND TOTAL
Prepared by John Vasi
Telephone 8-649-2674

LIBRARY MATERIALS (Include items in storage)	HOLDINGS as of June 30, 1986	ADDED during 1986-87	WITHDRAWN during 1986-87	HOLDINGS as of June 30, 1987
VOLUMES	1,745,803	62,203	2,967	1,806,039
SERIALS RECEIVED CURRENTLY	21,247	1,492	140	22,599
MANUSCRIPTS AND ARCHIVES				
PERSONAL MANUSCRIPTS	495,534	157	0	495,691
UC ARCHIVAL MANUSCRIPTS	na			na
OTHER ARCHIVAL MATERIALS	na			na
Subtotal:	495,534	157		495,691
MAPS	305,778	9,564	336	315,006
MICROFILM REELS	46,498	482	0	46,980
OTHER MICROFORMS				
MICROCARDS	97,383	0	0	97,383
MICROFICHE	1,741,689	97,297	4,360	1,834,626
MICROPRINTS	187,065	0	0	187,065
Subtotal:	2,026,137	97,297	4,360	2,119,074
PAMPHLETS	66,957	861	0	67,818
GOVERNMENT DOCUMENTS	558,748	36,047	1,610	593,185
AUDIO MATERIALS				
AUDIODISCS	27,339	547	0	27,886
AUDIOCASSETTES	204	23	0	227
AUDIOREELS	na	na	na	na
COMPACT DISCS	45	20	0	65
Subtotal:	27,588	590	0	28,178
VIDEO MATERIALS				
VIDEOTAPES	210	11	0	221
VIDEODISCS	0	0	0	0
Subtotal:	210	11	0	221
MULTI-MEDIA KITS	2,057	0	0	2,057
MOTION PICTURES	0	0	0	0
FILMSTRIPS	0	0	0	0
PICTORIAL ITEMS (satellite imagery)	2,084,941	10,472	0	2,095,413
35mm SLIDES	0	0	0	0

Remarks:

UNIVERSITY OF CALIFORNIA
OFFICE OF THE ASSISTANT VICE PRESIDENT—LIBRARY PLANS AND POLICIES
LIBRARY STATISTICS: REPORT OF HOLDINGS

SCHEDULE A

Please return to:
Sue Plesia, 7 University Hall,
University of California, Berkeley, CA 94720,
by August 15, 1987

Campus Santa Barbara
Department Library
Unit Main Library
Prepared by John Vasi
Telephone 8-649-2674

LIBRARY MATERIALS (Include items in storage)	HOLDINGS as of June 30, 1986	ADDED during 1986-87	WITHDRAWN during 1986-87	HOLDINGS as of June 30, 1987
VOLUMES	1,550,928	56,687	2,646	1,604,969
SERIALS RECEIVED CURRENTLY	20,535	1,454	140	21,849
MANUSCRIPTS AND ARCHIVES				
PERSONAL MANUSCRIPTS	495,534	157	0	495,691
UC ARCHIVAL MANUSCRIPTS	na	na	na	na
OTHER ARCHIVAL MATERIALS	na	na	na	na
Subtotal:	495,534	157	0	495,691
MAPS	305,778	9,564	336	315,006
MICROFILM REELS	44,433	482	0	44,915
OTHER MICROFORMS				
MICROCARDS	97,383	0	0	97,383
MICROFICHE	1,684,768	97,297	4,360	1,777,705
MICROPRINTS	187,065	0	0	187,065
Subtotal:	1,969,216	97,297	4,360	2,062,153
PAMPHLETS	66,957	861	0	67,818
GOVERNMENT DOCUMENTS	558,748	36,047	1,610	593,185
AUDIO MATERIALS				
AUDIODISCS	0			0
AUDIOCASSETTES	0			0
AUDIOREELS	0			0
COMPACT DISCS	0			0
Subtotal:	0			0
VIDEO MATERIALS				
VIDEOTAPES	210	11	0	221
VIDEODISCS	0			0
Subtotal:	210	11	0	221
MULTI-MEDIA KITS	2,057	0	0	2,057
MOTION PICTURES	0			0
FILMSTRIPS	0			0
PICTORIAL ITEMS (satellite imagery)	2,084,941	10,472	0	2,095,413
35mm SLIDES	0			0

Remarks:

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UNIVERSITY OF CALIFORNIA
OFFICE OF THE ASSISTANT VICE PRESIDENT—LIBRARY PLANS AND POLICIES
LIBRARY STATISTICS: REPORT OF HOLDINGS

SCHEDULE A

Please return to:
Sue Plesia, 7 University Hall,
University of California, Berkeley, CA 94720,
by August 15, 1987

Campus Santa Barbara
Department Library
Unit Arts Library
Prepared by John Vasi
Telephone 8-649-2674

LIBRARY MATERIALS (Include items in storage)	HOLDINGS as of June 30, 1986	ADDED during 1986-87	WITHDRAWN during 1986-87	HOLDINGS as of June 30, 1987
VOLUMES	194,875	5,516	321	200,070
SERIALS RECEIVED CURRENTLY	712	38	0	750
MANUSCRIPTS AND ARCHIVES				
PERSONAL MANUSCRIPTS	0	0	0	0
UC ARCHIVAL MANUSCRIPTS	0	0	0	0
OTHER ARCHIVAL MATERIALS	0	0	0	0
Subtotal:	0	0	0	0
MAPS	0	0	0	0
MICROFILM REELS	2,065	0	0	2,065
OTHER MICROFORMS				
MICROCARDS	0	0	0	0
MICROFICHE	56,921	0	0	56,921
MICROPRINTS	0	0	0	0
Subtotal:	56,921	0	0	56,921
PAMPHLETS	0	0	0	0
GOVERNMENT DOCUMENTS	0	0	0	0
AUDIO MATERIALS				
AUDIODISCS	27,339	547	0	27,886
AUDIOCASSETTES	204	23	0	227
AUDIOREELS	na			
COMPACT DISCS	45	20	0	65
Subtotal:	27,588	590	0	28,178
VIDEO MATERIALS				
VIDEOTAPES	0			0
VIDEODISCS	0			0
Subtotal:	0			0
MULTI-MEDIA KITS	0			0
MOTION PICTURES	0			0
FILMSTRIPS	0			0
PICTORIAL ITEMS	0			0
35mm SLIDES	0			0

Remarks:

UNIVERSITY OF CALIFORNIA LIBRARY STATISTICS
TABLE V (CONTINUED)
INTERLIBRARY TRANSACTIONS: PHOTOCOPIES IN LIEU OF LOAN, 1983-84
(UNIVERSITY OF CALIFORNIA INTERCAMPUS TRANSACTIONS SHOWN AS REPORTED BY RECEIVER)
1984-85

DETAILS OF INTERCAMPUS PHOTOCOPIES IN LIEU OF LOAN, 1984-85

SUPPLIED BY: \ TO:	UCB	UCD	UCI	UCLA	UCR	UCSD	UCSF	UCSB	UCSC	TOTAL
BERKELEY	--	1,016	370	436	925	274	424	579	1,358	5,382
DAVIS	1,578	--	363	144	218	130	832	89	160	3,514
IRVINE	134	59	--	239	859	352	43	160	62	1,908
LOS ANGELES	391	290	1,159	--	968	771	234	1,863	85	5,761
RIVERSIDE	87	39	447	98	--	108	1	92	43	915
SAN DIEGO	159	90	524	193	657	--	51	138	31	1,843
SAN FRANCISCO	1,094	299	150	74	27	75	--	13	65	1,797
SANTA BARBARA	105	38	348	200	360	126	9	--	93	1,279
SANTA CRUZ	29	13	17	31	25	32	9	15	--	171
TOTAL	3,577	1,844	3,378	1,415	4,039	1,868	1,603	2,949	1,897	22,570

UNIVERSITY OF CALIFORNIA LIBRARY STATISTICS
TABLE V
INTERLIBRARY TRANSACTIONS: PHOTOCOPIES IN LIEU OF LOAN, 1983-84
(UNIVERSITY OF CALIFORNIA INTERCAMPUS TRANSACTIONS SHOWN AS REPORTED BY RECEIVER)
1984-85

NONRETURNABLE PHOTOCOPIES SUPPLIED						
	TO OTHER UC LIBRARIES		TO ALL OTHER LIBRARIES		TOTAL	
SUPPLIED BY:	1983-84	1984-85	1983-84	1984-85	1983-84	1984-85
BERKELEY	5,889	5,382	14,255	15,128	20,144	20,510
DAVIS	2,394	3,514	18,038	16,163	20,432	19,677
IRVINE	2,478	1,908	1,962	1,947	4,440	3,855
LOS ANGELES	6,031	5,761	30,318	30,093	36,349	35,854
RIVERSIDE	979	915	1,124	1,509	2,103	2,424
SAN DIEGO	2,567	1,843	7,002	6,473	9,569	8,316
SAN FRANCISCO	1,572	1,797	7,951	7,124	9,523	8,921
SANTA BARBARA	1,552	1,279	1,483	1,679	3,035	2,958
SANTA CRUZ	190	171	409	450	599	621
TOTAL	23,652	22,570	82,542	80,566	106,194	103,136
PERCENT CHANGE	5.46%	-4.57%	10.78%	-2.39%	9.55%	-2.88%

NONRETURNABLE PHOTOCOPIES RECEIVED						
	FROM OTHER UC LIBRARIES		FROM ALL OTHER LIBRARIES		TOTAL	
RECEIVED BY:	1983-84	1984-85	1983-84	1984-85	1983-84	1984-85
BERKELEY	3,053	3,577	1,695	1,656	4,748	5,233
DAVIS	1,834	1,844	852	828	2,686	2,672
IRVINE	3,971	3,378	681	625	4,652	4,003
LOS ANGELES	1,661	1,415	445	493	2,106	1,908
RIVERSIDE	4,615	4,039	724	652	5,339	4,691
SAN DIEGO	1,860	1,868	472	595	2,332	2,463
SAN FRANCISCO	1,514	1,603	211	97	1,725	1,700
SANTA BARBARA	3,125	2,949	746	817	3,871	3,766
SANTA CRUZ	2,019	1,897	159	150	2,178	2,047
TOTAL	23,652	22,570	5,985	5,913	29,637	28,483
PERCENT CHANGE	5.48%	-4.57%	0.39%	-1.20%	4.41%	-3.89%

UNIVERSITY OF CALIFORNIA LIBRARY STATISTICS
TABLE IV
INTERLIBRARY TRANSACTIONS: INTERLIBRARY LOANS
(UNIVERSITY OF CALIFORNIA INTERCAMPUS TRANSACTIONS SHOWN AS REPORTED BY BORROWER)
1984-85

RETURNABLE ITEMS LENT

	TO OTHER UC LIBRARIES		TO ALL OTHER LIBRARIES		TOTAL	
LENT BY:	1983-84	1984-85	1983-84	1984-85	1983-84	1984-85
BERKELEY	5,907	6,196	9,504	7,281	15,411	13,477
DAVIS	1,651	2,327	6,566	6,828	8,217	9,155
IRVINE	2,881	2,715	5,092	5,159	7,973	7,874
LOS ANGELES	4,303	3,899	6,352	5,772	10,655	9,671
RIVERSIDE	1,494	1,761	2,095	2,448	3,589	4,209
SAN DIEGO	1,667	1,532	2,974	2,732	4,641	4,264
SAN FRANCISCO	289	271	985	770	1,274	1,041
SANTA BARBARA	933	1,159	959	1,112	1,892	2,271
SANTA CRUZ	541	823	932	1,116	1,473	1,939
TOTAL	19,666	20,683	35,459	33,218	55,125	53,901
PERCENT CHANGE	-3.49%	5.17%	8.69%	-6.32%	4.01%	-2.22%

RETURNABLE ITEMS BORROWED

	FROM OTHER UC LIBRARIES		FROM ALL OTHER LIBRARIES		TOTAL	
BORROWED BY:	1983-84	1984-85	1983-84	1984-85	1983-84	1984-85
BERKELEY	2,334	3,256	4,533	4,671	6,867	7,927
DAVIS	1,921	2,213	1,137	1,099	3,058	3,312
IRVINE	2,520	2,089	1,345	1,124	3,865	3,213
LOS ANGELES	2,636	2,687	3,672	3,698	6,308	6,385
RIVERSIDE	2,118	2,139	1,095	1,147	3,213	3,286
SAN DIEGO	1,984	1,654	1,535	1,301	3,519	2,955
SAN FRANCISCO	528	723	83	40	611	763
SANTA BARBARA	3,455	3,493	1,694	1,932	5,149	5,425
SANTA CRUZ	2,170	2,429	387	418	2,557	2,847
TOTAL	19,666	20,683	15,481	15,430	35,147	36,113
PERCENT CHANGE	-3.49%	5.17%	-5.88%	-0.33%	-4.56%	2.75%

UNIVERSITY OF CALIFORNIA LIBRARY STATISTICS
TABLE IV (CONTINUED)
INTERLIBRARY TRANSACTIONS: INTERLIBRARY LOANS
(UNIVERSITY OF CALIFORNIA INTERCAMPUS TRANSACTIONS SHOWN AS REPORTED BY BORROWER)
1984-85

DETAILS OF INTERCAMPUS LENDING, 1984-85
RETURNABLE ITEMS LENT TO:

LENT BY:	UCB	UCD	UCI	UCLA	UCR	UCSD	UCSF	UCSB	UCSC	TOTAL
BERKELEY	--	1,286	482	1,011	440	346	109	793	1,729	6,196
DAVIS	1,365	--	145	81	101	58	387	89	101	2,327
IRVINE	383	189	--	648	511	362	38	424	160	2,715
LOS ANGELES	342	257	586	--	583	444	43	1,535	109	3,899
RIVERSIDE	333	115	341	325	--	201	25	308	113	1,761
SAN DIEGO	246	126	282	252	266	--	62	225	73	1,532
SAN FRANCISCO	81	53	22	11	20	29	--	20	35	271
SANTA BARBARA	229	78	170	255	145	151	22	--	109	1,159
SANTA CRUZ	277	109	61	104	73	63	37	99	--	823
TOTAL	3,256	2,213	2,089	2,687	2,139	1,654	723	3,493	2,429	20,683

UNIVERSITY OF CALIFORNIA LIBRARY STATISTICS
TABLE IX
MACHINE READABLE RECORDS FOR MONOGRAPHS -- UC LIBRARIES
ESTIMATE
JUNE 30, 1985

Campus	Number of Records: DLA Standard [1] No.	DLA Standard [1] % of Total	Non DLA [1] Standard	Total Monographic Titles in Collection
BERKELEY				
General				
Unaffiliated	655,400	26%	474,000	2,500,000
Institute of Governmental Studies	7,521	2	--	405,402
Institute of Transportation Studies	60,655	69	--	87,666
Law	103,452	78	--	132,200
Water Resources Center Archives	4,854	6	--	87,477
Subtotal	831,882	26	474,000	3,212,745 [3]
DAVIS:				
General				
Main	494,303	59	--	836,993
Health Science	63,007	100	--	63,007
Unaffiliated				
Law	50,797	94	--	53,873
Subtotal	608,107	64	--	953,873
HASTINGS COLLEGE OF LAW	17,364	26	--	66,434
IRVINE	515,806	73	--	707,800
LAWRENCE BERKELEY LABORATORY	8,046	15	--	52,500
LOS ANGELES	584,014	28	--	2,100,000
RIVERSIDE	500,003	85	--	586,743
SAN DIEGO	487,704	62	--	791,203
SAN FRANCISCO	84,997	25	--	345,035
SANTA BARBARA	210,830	23	--	922,729
SANTA CRUZ	372,167	87	56,081	428,248
TOTAL	4,220,920 [2]	42%	530,081	10,167,310

1. Division of Library Automation.

2. Some of these records are not in the MELVYL database. As of June 28, 1985, the MELVYL catalog contained 1,740,565 titles, representing 3,196,643 campus contributed records.

3. Total monographic titles for UC Berkeley excludes the unaffiliated libraries which do not produce machine readable records.

TABLE 2: LIBRARY EXPENDITURES -- 1985/86

Endowed Libraries	Salaries ($)	Wages From Dept Budget ($)	Wages CWSP Fed Share ($)	Fringe Benefits ($)	Total Employment Expenses ($)	Books/ Periodicals ($)	Postage and Binding ($)	Computer Related Expenses ($)	Operating Expenses ($)	Total Expenditures By Unit ($)
Olin										
Administration	670,976	19,519	12,639	167,744	870,878	-	-	5,497	489,506	1,365,881
Public Services	790,604	51,547	35,162	197,651	1,075,164	-	-	-	25,150	1,100,314
Special Collections	670,052	15,977	3,684	167,513	857,226	-	-	6,710	101,144	965,080
Technical Services	1,919,052	32,363	23,509	479,763	2,454,687	-	-	9,430	22,814	2,486,931
Collection Management/ Preservation	365,228	7,760	1,501	91,307	465,796	-	27,000	-	117,240	610,036
Books, etc.	-	-	-	-	-	2,034,807	217,018	1,118,780	-	3,370,605
Sub-Total	4,415,912	127,166	76,695	1,103,978	5,723,751	2,034,807	244,018	1,140,417	755,854	9,898,847
Africana	38,704	2,193	176	9,676	50,749	-	-	-	3,776	54,525
Annex	24,274	-	-	6,069	30,343	-	-	-	638	30,981
Engineering	157,251	13,022	10,800	39,943	221,016	404,339	*	4,743	19,790	649,888
Fine Arts	107,754	14,190	7,156	27,238	156,338	106,173	*	4,943	8,098	275,552
JGSM	146,308	18,025	8,073	36,847	209,253	154,973	*	4,221	9,257	377,704
Law	400,237	14,770	12,963	101,541	529,511	515,785	19,838	25,690	23,979	1,114,803
Mathematics	27,034	9,262	10,042	6,843	53,181	81,891	*	4,680	2,890	142,642
Music	95,646	10,797	11,702	23,912	142,057	67,032	*	5,966	21,010	236,065
Physical Sciences	128,113	12,952	4,507	32,029	177,601	324,577	*	6,115	10,080	518,373
Uris	364,930	41,584	37,030	91,854	535,398	106,555	*	5,695	50,580	698,228
Sub-Total	1,490,251	136,795	102,449	375,952	2,105,447	1,761,325	19,838	62,053	150,098	4,098,761
TOTAL ENDOWED	5,906,163	263,961	179,144	1,479,930	7,829,198	3,796,132	263,856	1,202,470	905,952	13,997,586***
Statutory Libraries										
Geneva Exp. Station	27,795	-	-	NA	27,795	81,155	2,426	**	15,708	127,084
Ind. & Labor Relations	592,130	23,952	5,845	NA	621,927	184,962	6,033	**	204,875	1,017,797
Mann	1,066,499	112,827	22,471	NA	1,201,797	600,592	44,847	**	277,702	2,124,938
Veterinary	124,646	21,056	3,859	NA	149,561	180,479	2,598	**	62,426	395,064
TOTAL STATUTORY	1,811,070	157,835	32,175		2,001,080	1,047,188	55,904	**	560,711	3,664,883
Hotel	81,382	6,803	2,912	20,346	111,443	67,088	548	**	123,124	302,203
Medical	673,332	13,596	-	NA	686,928	324,882	16,515	**	81,309	1,109,634
GRAND TOTAL	8,471,947	442,195	214,231	1,500,276	10,628,649	5,235,290	336,823	1,202,470	1,671,096	19,074,306

*Included in Olin Figure.
**Included in Operating Expenses Column.
***Excludes $90,354 indirect cost charges.

EXAMPLES OF COST OF OPERATIONS, UNIT MEASURES

NORTHWESTERN UNIVERSITY LIBRARY
CATALOG DEPARTMENT

SELECTED COMPARISONS: MONOGRAPHIC CATALOGING
1968-1985

* * * * * * * * * * * *

	1968	1969	1970	1971	1972
Monographic Catalogers		10 (5v)	8 (1v)	8	6.5
Copy Catalogers		2	6	6	6
Titles per Cataloger		2,286	1,421	2,469	2,218
Titles Cataloged	27,869	27,433	19,900	34,564	27,736
Volumes Added	46,500	46,200	36,000	56,400	43,600
Backlog		22,000 -Spc,Slv	?	29,400 -Spc,Slv	35,000 -Spc,Slv

v = vacancy

* * * * * * * * * * * *

Footnotes:

1. Titles/Catr decrease with automation and with increased ratio of CCat to Orig Cat.
2. Monographic Cat'r figure excludes Dept Head and Asst Dept Head, includes Spec Cat'r. Figure for 69/70 includes one 03 original cataloger, surrendered before 1970.
3. 1968: 68/69 figures incl brief anals. 68 may incl serials.
4. 1968: Volumes added estimated.
5. 1968: 26,900 titles reported backlogged in 1959. 1968 Annual Report states "Everything catalogable in the Gallery has been cataloged ... nothing has been in the Gallery nor will remain in the Gallery for more than a year." 20-25,000 volumes were in the backlog a year later.
6. 1969: 22,000 was the figure cited for January, 1970.
7. 1969: Spec and Slavica uncounted prior to 1973.
8. 1970: One position transferred to Music.
9. 1970: 2 Positions redescribed from 03, 2 from 01 vacancy.
10. 1971: Figure artificially high: Some 1970 cataloging counted in 1971 due to card production peculiarity. If 1970 and 1971 are averaged, production = 27,232. Productivity = 1,945.

SELECTED COMPARISONS, MONOGRAPHIC CATALOGING
Page 2

* * * * * * * * * * * *

	1973	1974	1975	1976	1977
Original Catalogers	6.5	7	7	7.5	6 (1v)
Copy Catalogers	8	8	7	8	7
Titles per Cataloger	1,793	1,800	2,085	1,935	1,915
Titles Cataloged	26,900	27,000	29,200	30,000	24,900
Volumes Added	44,100	45,900	48,000	59,000	42,000
Backlog	45,900	48,000	52,300	49,300	50,400

v = vacancy

* * * * * * * * * * * *

Footnotes continued:

11. 1971-1972: Figures adjusted to incl estimated vols in excess of titles. Beginning 1973 Gallery items were counted by volumes rather than by titles.
12. 1972: GenCat became Serials Catr. 1/2 GenCat changed to Catalog Editor.
13. 1972: Lost 2 CCat (1 redescr, 1 transf) gained 2 (transf from Mgmt).
14. 1973: 1/2 GenCat changed to Automation Liaison. 1/2 AfriCat (Hourly) added.
15. 1973: CCat added through redescription of existing positions.
16. 1974: AfriCat made permanent, hours increased.
17. 1975: 1 CCat changed to Asst to Catalog Editor.
18. 1976: Automation Liaison changed to 1/2 GenCat.
19. 1977: Catalog Editor increased to full time.
20. 1977: Sr CCat becomes Head, CCat, ceases cataloging.
21. 1978: 1 equivalent catr lost to administration of funded projects.
22. 1979: 2 positions transferred from Order, redescribed.

SELECTED COMPARISONS, MONOGRAPHIC CATALOGING
Page 3

* * * * * * * * * * *

	1978	1979	1980	1981	1982
Original Catalogers	6(1pr)	6(+1pr)	7.5	7	7
Copy Catalogers	7	9(+1pr)	9(+1pr)	10.5	9
Titles per Cataloger	1,457	1,500	1,600	1,195	1,350
Titles Cataloged	20,400	25,500	28,000	21,100	21,600
Volumes Added	37,100	46,300	47,200	41,700	39,400
Backlog	54,900	53,800	52,900	56,400	60,500

* * * * * * * * * * * *

	1983	1984	1985
Original Catalogers	6.5	7	7.5(1.5v)
Copy Catalogers	10	10	9.5(1v)
Titles per Cataloger	1,824	1,805	2,215
Titles Cataloged	30,100	30,700	32,100
Volumes Added	47,000	47,300	49,700
Backlog	58,800	54,300	53,300

v = vacancy

* * * * * * * * * * *

Footnotes continued:

23. 1982: Assignment of LA2 Africana Copy Cataloger reduced to quarter-time or less.
24. 1985: 1/2-time prof'l Afri cataloger increased to full time.
25. 1985: Asst Head CCat reduces cataloging to 1/2 time.

APPENDIX III: CATALOGING PRODUCTIVITY

NOTE: For more complete information and comparisons concerning materials processed, and the evolution of cataloging positions, see "SELECTED COMPARISONS, MONOGRAPHIC CATALOGING", in ETC (offline) jsh.productivity/comparisons.

	Titles Per Cataloger	Professional Catalogers	Copy Catalogers	Comments
1969	2,286	10 (5 vacant)*	2	Amt of copy done
1970	1,421	8 (1 vacant)	6	by profl catrs
1971	2,469	8	6	declines
1972	2,218	6.5	6	
1973	1,793	6.5	8	
1974	1,800	7	8	
1975	2,085	7	7	
1976	1,935	7.5	8	
1977	1,915	6 (1 vacant)	7	
1978	1,457	1 (1 project)	7	1st full yr of N3
1979	1,500	6 (+ 1 project)	9 (+1 pr)	1st and 2nd Afri
1980	1,600	7.5	9 (+1 pr)	projects
1981	1,195	7	10.5	"Year One"
1982	1,350	7	9	
1983	1,824	6.5	10	
1984	1,805	7	10	bar-coding;self-studies
1985	2,215	7.5 (1.5 vcnt)	9.5 (1 vcnt)	RLIN copy frm Acquis.

* Vacancies are indicated only when they exist for virtually an entire FY. When vacancies are indicated, productivity is figured using the staff number minus vacant positions. "Vacant" here means either unfilled, or temporarily empty due to leave of absence.

APPENDIX D.
CATALOGUING DEPARTMENT

FUNCTIONAL COST ALLOCATION 1983/84 & 1984/85

FUNCTION	COMPONENTS	1983/1984 VOLUME	1983/1984 UNIT/COST	1983/1984 TOTAL	1984/1985 VOLUME	1984/1985 UNIT/COST	1984/1985 TOTAL	PERCENTAGE UNIT/COST INCREASE
RECEIVING	SALARIES	34242	$0.85	$29,203	37372	$0.71	$26,434	-17.1%
SEARCHING & VERIFICATION	NL - MRDS	21626	$0.08	$1,644	24120	$0.09	$2,135	16.4%
	UTLAS	10038	$1.96	$19,698	13628	$2.10	$29,692	11.0%
	SALARIES	27294	$1.56	$42,621	30871	$1.60	$49,369	2.4%
	TOTAL	27294	$2.34	$63,963	30871	$2.63	$81,196	12.2%
CATALOGUING	SALARIES - MARC	22724	$5.70	$129,595	25573	$6.12	$156,539	7.3%
	SALARIES - COPY	1542	$11.51	$17,752	1698	$13.27	$22,534	15.3%
	SALARIES - ORIGINAL	3020	$27.89	$84,438	3598	$21.70	$78,069	-22.2%
	SALARIES - ABBREVIATED	14809	$2.87	$42,471	9534	$3.29	$31,324	14.6%
	SYSTEM/COSTS	42102	$2.62	$110,319	40405	$2.87	$115,035	9.4%
	TOTAL	42102	$9.13	$384,575	40405	$10.01	$404,301	9.5%
DATA ENTRY	SALARIES	25112	$1.65	$41,343	24181	$1.17	$28,235	-29.1%
INPUT VERIFICATION	SALARIES - MONO	4570	$1.87	$8,536	5296	$1.99	$10,553	6.7%
	SALARIES - G.P.	14927	$0.48	$7,096	10258	$0.36	$3,726	-23.6%
	SALARIES - CARDS	36924	$0.24	$8,970	40814	$0.26	$10,604	6.9%
	TOTAL	56421	$0.44	$24,602	56368	$0.44	$24,882	1.2%
ITEM PREPARATION	SALARIES	58326	$0.63	$36,577	56679	$0.79	$44,873	26.2%
CARD PREPARATION	CARDSTOCK			$4,845			$3,920	-19.1%
	SYSTEM/COSTS			$25,115			$26,370	5.0%
	TOTAL OTHER COSTS	259308	$0.12	$29,960	260995	$0.12	$30,290	8.5%
	SALARIES	25621	$0.44	$11,294	27326	$0.51	$13,895	15.4%
	TOTAL	285009	$0.14	$41,254	288321	$0.15	$44,185	5.9%
RECORD MAINTENANCE	SALARIES - MONO	20394	$5.07	$103,412	20590	$4.74	$97,539	-6.6%
	SALARIES - G.P.	3321	$2.14	$7,096	3694	$6.05	$22,356	183.2%
	SALARIES - CIRC.	14727	$1.20	$17,715	17519	$1.26	$22,089	4.8%
	TOTAL	38442	$3.34	$128,223	41803	$3.40	$141,983	1.8%

CATALOGUE MAINTENANCE	G.P. FICHE			$10,000			$7,216	-27.8%
	G.P. SYSTEM/COSTS			$32,942			$6,500	-80.3%
	TOTAL G.P. FICHE/COSTS	183948	$0.23	$42,942	193227	$0.07	$13,716	-69.6%
	SALARIES - CARD CAT.	673676	$0.13	$87,412	724695	$0.14	$98,447	4.7%
	TOTAL	857624	$0.15	$130,354	917922	$0.12	$112,163	-19.6%
ADDED ITEM PROCESSING	SALARIES - MONO	17239	$1.32	$22,716	22883	$1.52	$34,983	15.7%
ADMINISTRATION	CATALOGUING SECTION			$69,719			$82,980	18.8%
	RECORD MAINT. SECTION			$41,986			$38,810	-7.5%
	CAT PRODUCTS SECTION			$16,888			$16,194	-4.2%
	DEPARTMENT			$38,149			$40,360	7.1%
	SUPPLIES			$10,787			$16,776	55.5%
	TOTAL			$177,529			$195,509	10.1%
MISCELLANEOUS	SALARIES			$53,875			$55,988	3.9%

FUNCTIONAL COST ALLOCATION SUMMARY

	1983/84	1984/85	PERCENTAGE INCREASE
TOTAL SALARY ALLOCATION	$864,989	$930,194	7.5%
TOTAL OTHER COSTS	$215,039	$208,444	-3.4%
TOTAL PROCESSING COSTS	$1,080,028	$1,138,638	5.3%

SALARY RECONCILIATION

	1983/84	1984/85	PERCENTAGE INCREASE
TOTAL SALARY ALLOCATION	$864,989	$930,194	7.5%
MISCELLANEOUS ALLOCATION	$53,875	$55,998	3.9%
CASH CREDITS	$38,831	$54,052	39.2%
SUBTOTAL	$957,693	$1,040,233	8.6%
TOTAL SALARY BUDGET	$1,015,093	$1,053,798	3.8%
TOTAL PART TIME BUDGET	$16,956	$44,460	162.2%
TOTAL	$1,032,049	$1,098,258	6.4%
ALLOCATED	$957,693	$1,040,233	8.6%
SALARY RECONCILIATION	$74,356	$58,025	-22.0%

MANAGEMENT INFORMATION SYSTEM (M.I.S.)

OUTLINE OF METHODOLOGY USED

An attempt has been made to display a quarterly estimate of Library resources being allocated to various Library programs and functions, the total cost of resources such employed, the production outputs achieved, and the resulting unit transaction costs.

The unit production costs have been determined by using macro-analysis rather than microanalysis - in other words, the physical outputs have been related to total costs for a given quarterly period for each of the Library programs being studied.

Two major kinds of Library cost centers have been segregated and identified:

a) processing centers (Collections)
b) support centers (Public Services)

It should be emphasized that the unit transaction costs arrived at are only estimates and they should be treated as such.

For each of the M.I.S. functions being reported Library management management and staff directly involved in the operation have indicated on a percentage basis the amount of time being spent. Direct quarterly salary costs have been calculated for each function by applying the percentage time allocations.

Most of the Library's non-salary operating accounts are not broken down by department. The following allocation process has been adopted: each July after the annual salary increases have been incorporated in the Departmental salary budgets the total non-salary operating costs are being allocated to the Departments based on the percentage relationship of each Departmental Salary Budget to the total Salary Budget.

The quarterly non-salary operating costs have been added to the direct quarterly salary costs for each M.I.S. program.

Quarterly output statistics have been computed for each of the eight M.I.S. functions. In some cases, a weighting of the statistical data has been done. For example, a weighting factor of 1.8 has been established for Interlibrary Loan Material borrowed in order to compensate for the longer processing time for borrowed material as compared to loaned material.

MANAGEMENT INFORMATION SYSTEM (M.I.S.)

SUMMARY OF UNIT COSTS, MACROANALYSIS

PERIOD: Aug. 1, 1985 - OCT. 31, 1985

CATEGORY	TRANSACTION	DESCRIPTION OF COSTS	ACTUAL COSTS	OUTPUT DATA	UNIT TRANSACTION COST
1. Collections Development	Unit cost re: ordering one volume of titles	Salary and non-salary operating costs, Direct and overhead costs	$87,298	3,070	Unit cost per title ordered: $28.58
2. Acquisition of Monographs	Unit cost re: acquiring one volume of titles	same as above	$116,360	8,908	Unit cost per physical item received $13.13
3. Acquisition of Serials	Unit cost re: acquiring a given volume of serials	same as above	$118,435	70,596	Unit cost per physical item received $1.69
4. Cataloguing of Monographs	Unit cost re: cataloguing a given number of items	same as above	$411,830	14,025	Unit cost per physical item catalogued $29.51
5. Cataloguing of Serials	Unit cost re: cataloguing or recataloguing a given number of titles	same as above	$20,340	422	Unit cost per title catalogued/recatalogued $48.44
6. Information Services	Unit cost re: a given volume of reference/information service activity	same as above	$61,375	Reference questions 80,822 Reference questions /queries 87,360	Unit cost per information unit-reference questions $.76 Unit cost per information unit - reference questions queries $.70
7. Circulation of Library Material	Authorized removal of material from Library premises or reserves areas	same as above	$330,173	139,065	Unit cost per circulation transaction $2.38
8. Interlibrary Loans	Unit cost re: a given item lent or borrowed	same as above	Lending $16,873 Borrowing $30,284	Lending $1,631 Borrowing $1,939	Unit cost per item lent $10.39 Unit cost per item borrow $15.70

M.I.S.

SUMMARY OF UNIT OPERATING COSTS (ANNUAL AVERAGES)

PERIOD	SEL.	ACQUISITIONS MON.	ACQUISITIONS SER.	CATALOGUING MON.	CATALOGUING SER.	REFERENCE QUE.	REFERENCE QUEST/QUE.	CIRC.	I.L.L. LENT	I.L.L. BORR.
Jan. 81 - Oct. 81	$11.06	$ 8.26	$ 2.13	$18.36	$ 82.96	$0.67	$ 0.58	$1.40	$ 8.19	$ 6.53
Jan. 82 - Oct. 82	12.88	10.01	2.12	23.28	180.90	0.61	0.55	1.81	7.38	8.97
Jan. 83 - Oct. 83	11.54	11.03	2.57	23.68	88.16	0.61	0.57	1.68	8.69	10.96
Jan. 84 - Oct. 84	13.24	10.54	2.98	27.15	78.03	0.59	0.56	1.57	9.34	12.35
Jan. 85 - Oct. 85	22.77	12.78	2.61	28.71	64.89	0.76	0.71	2.13	9.71	13.39

TERMINAL USAGE MONTHLY REPORT
PUBLIC TERMINALS
JUNE, 1986

LIBRARY	TERM#	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	TOTAL SEARCH	AVG WK PER/TER	AVG WK PER/LOC
ART	2	39	32	24	23	8	126	14.7	29.3
ASIA	1	0	0	0	33	0	33	7.7	7.7
CARLSN	2	121	116	224	105	57	623	72.4	144.9
ENGR	2	53	61	122	93	23	352	40.9	81.9
GEOL	1	158	256	87	29	4	534	124.2	124.2
MGT	1	51	65	61	36	8	221	51.4	51.4
MINER	1	95	112	149	96	49	501	116.5	116.5
POA	2	84	0	8	72	35	199	23.1	46.3
RHEES	5	484	823	707	614	193	2821	131.2	656.0
RP-REF	1	59	99	103	90	38	389	90.5	90.5
TOTALS		1144	1564	1485	1191	415	5799		

TERMINAL USAGE MONTHLY REPORT
STAFF TERMINALS
JUNE, 1986

LIBRARY	TERM#	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	TOTAL SEARCH	AVG WK PER/TER	AVG WK PER/LOC
ADMIN	3	0	7	1	13	0	21	1.6	4.9
CARLSN	1	21	36	16	26	3	102	23.7	23.7
CATALOG	1	22	24	80	29	19	174	40.5	40.5
CIRC WORK	3	52	18	40	26	36	172	13.3	40.0
COMPRM	4	376	472	204	2	0	1054	61.3	245.1
GOV DOCS	1	14	19	11	8	1	53	12.3	12.3
ENGR	1	25	61	46	6	1	139	32.3	32.3
ILL	1	195	99	281	208	107	890	207.0	207.0
INFO DESK	1	2	1	0	7	0	10	2.3	2.3
LLE	1	0	3	36	60	3	102	23.7	23.7
LINK SYS	1	0	2	10	18	0	30	7.0	7.0
MGT	1	12	41	23	31	3	110	25.6	25.6
MINER	3	0	0	8	0	2	10	0.8	2.3
POA	1	59	89	21	16	0	185	43.0	43.0
RARE	1	6	12	11	5	0	34	7.9	7.9
REF	1	9	9	28	10	3	59	13.7	13.7
RESERVE	1	7	13	4	0	2	26	6.0	6.0
SIBLEY	4	7	233	202	240	80	762	44.3	177.2
TECH SERV	4	1	0	7	0	11	19	1.1	4.4
TOTALS		808	1139	1029	705	271	3952		

TERMINAL USAGE MONTHLY REPORT
COMPLETE

JUNE 1986

TRANSACTION DESCRIPTION	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	TOTAL	PERCENT
TITLE SEARCH	814	987	901	715	268	3685	38%
AUTHOR SEARCH:	512	714	789	570	203	2788	29%
AUTHOR-TITLE SEARCH:	166	297	168	85	49	765	8%
SUBJECT SEARCH:	233	381	400	386	102	1502	15%
TITLE KEYWORD SEARCH:	32	89	42	39	30	232	2%
AUTHOR KEYWORD SEARCH:	5	8	9	6	5	33	0%
SUBJECT KEYWORD SEARCH:	21	37	47	37	13	155	2%
BOOLEAN SEARCH:	2	1	1	0	0	4	0%
ISN NUMBER SEARCH:	1	3	3	1	0	8	0%
ICN NUMBER SEARCH:	3	0	4	4	0	11	0%
GOV NUMBER SEARCH:	0	2	1	0	0	3	0%
CSN NUMBER SEARCH	9	6	8	9	3	35	0%
PUB NUMBER SEARCH:	0	2	1	0	0	3	0%
CALL NUMBER SEARCH:	154	176	140	44	13	527	5%
TOTAL SEARCHES ALL TERMINALS	1952	2703	2514	1896	686	9751	100%

EXAMPLES OF FORMULAS USING STATISTICS

UCSB CAMPUS WIDE LIBRARY SPACE ANALYSIS

LIBRARY COMPONENT	GROWTH PER YEAR	UNIT AREA STANDARD	JUNE 30, 1986 No. Items	JUNE 30, 1986 ASF	JUNE 30, 1987 No. Items	JUNE 30, 1987 ASF	JUNE 30, 1988 No. Items	JUNE 30, 1988 ASF	JUNE 30, 1989 No. Items	JUNE 30, 1989 ASF
COLLECTION										
Bound Volumes (1)	59705	12.50 vol/asf	1770803	141664	1830508	146441	1890213	151217	1949918	155993
Other Materials										
Maps	11000	24.00 itm/asf	305778	12741	316778	13199	327778	13657	338778	14116
Manuscripts	420000	4,965.00 itm/asf	11748000	2366	12168000	2451	12588000	2535	13008000	2620
Pamphlets	1750	115.00 itm/asf	66957	582	68707	597	70457	613	72207	628
Documents	21000	115.00 itm/asf	558748	4859	579748	5041	600748	5224	621748	5407
Sound Recordings (2)	500	57.50 itm/asf	49339	858	49839	867	50339	875	50839	884
Microfiche	50000	1,150.00 itm/asf	1741689	1515	1791689	1558	1841689	1601	1891689	1645
Microfilm	150	46.00 itm/asf	46498	1011	46648	1014	46798	1017	46948	1021
Periodicals (display)	165	1.00 sub/asf	7000	7000	7165	7165	7330	7330	7495	7495
Periodicals (boxed)	335	3.45 sub/asf	14247	4130	14582	4227	14917	4324	15252	4421
Microform Readers	4	25.00 asf/itm	74	1850	78	1950	82	2050	86	2150
Subtot. Oth. Materials				36911	0	38069	0	39227	0	40386
Collection - Total				178575		184510		190444		196379
SRLF Storage (vol. equiv.)	10000	12.50 vol/asf	95000	7600	105000	8400	115000	9200	125000	10000
Collection - Net On-campus				170975		176110		181244		186379
USERS (3)										
Enrollment (Ann. avg. HC)	270		17400		18200		18470		18740	
25% of Enrollment		25.00 asf/itm	4350	108750	4550	113750	4618	115438	4685	117125
LIBRARY STAFF (4)	2	168.75 asf/FTE	241	40669	243	41006	245.16	41371	247.32	41735
SPACE SUMMARY										
Total Library Allowance				320394		330866		338053		345239
Existing Library Area				272165		272165		272165		272165
(Deficit)				48229		58701		65888		73074

1) Includes 25,000 volumes of American Religions Collection.
2) Incl. 22,000 ARC records
3) 1987-2001 avg. annual headcount growth: 270/yr. (Based on campus projections 6/86)
4) 1987-2001 library staff FTE growth: 2/yr.

condition of their disciplines. Most important to this group of scholars is the freedom and encouragement to travel to primary sources and a comfortable work environment with efficient, effective services in their university library.

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RITA A. SCHERREI AND JUDITH M. CORIN

Allocation of Student Assistance Funding in the Public Service Units of the UCLA Library

As is the case in most academic libraries, the UCLA library depends heavily on student assistance to supplement its regular staff. As is also nearly universally true, money to support student help is never available to the degree that would really satisfy unit and department heads. Since there are twenty-seven separate units of the library that do receive funds to hire students, attempting to allocate to each a fair share of the limited pot is an administrative challenge.

Currently this challenge is met for the seventeen public service branches by a zero-based formula approach that relies on annual data in nine work-related areas. These areas, which are listed below, do not cover every task performed in every unit. However, they are those work areas that are common to most units and that are related to the total work load regardless of the specific ways in which tasks are carried out. The areas are the following:

1. Shelving,
2. Circulation,
3. Volumes added to the collection,
4. Serial titles maintained,
5. Public service points in addition to the circulation and reference desks,
6. Reference activity,
7. Material records entered into CLSI,
8. Patron records entered into CLSI,
9. Online bibliographic searches.

From work-load measurement in these nine areas, full-time equivalent (FTE) employee requirements are determined. A 20 percent factor for management activity and a 6 percent factor for collection development are also included in order to account for the total number of FTEs required to maintain the unit's activities. When the number of regular unit staff is subtracted from this total FTE requirement, the difference is the *desirable* number of FTE students. This number can then be converted to dollars, which in turn is compared with other units' requirements and with the total real money available. Each unit is finally allocated its share based on its percentage of the theoretical or desirable total applied to the real total.

The details of the data collection and calculations follow, as does a discussion of the advantages and disadvantages that have become apparent in the two years that this approach has been utilized.

DATA COLLECTION

Monthly statistics are collected from the li-

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brary units on shelving, circulation, online bibliographic searches, and serial holdings. Volumes added to the collection are reported by unit from the four campus technical processing centers.

Added public service credits are determined by counting reference, reserve, special collection, or other points that are staffed in addition to the ordinary central reference and circulation desks.

Records entered into CLSI are obtained from the two units that use this system for circulation.

Calculations*

1. *Shelving*

Each unit has an assigned time weight, based on average measures, for shelving an item. There are four possible weights, and these are ascribed as follows:

1. 0.417 minute—this figure is based on measurement in stacks with elevators, book materials, and no unusual obstacles to "smooth shelving."

2. 0.75 minute—this figure is applied to units with a single shelving obstacle. One example is a unit with two call number sequences, one the LC system and the other a form-based system that was utilized in the early days of the unit.

3. 1.00 minute—this figure, the most common, is used for units with compound shelving difficulties. Examples are stacks with no elevators or materials that need special handling.

4. 1.25 minutes—this figure is employed for only two units, both of which have unusual physical layout problems as well as many special materials.

The total number of items shelved is multiplied by the time factor and then divided by minutes per year worked by an FTE.† This yields FTE required for shelving as follows:

$$\mathrm{FTE}_1 = \frac{(\text{items shelved per year})(\text{minutes per item})}{1.25 \times 10^5 \text{ min per FTE year}}$$

*Sherman Greenstein, formerly the administrative analyst for the UCLA library, developed the concepts for the formulas described in this section.

†Hours per year for an FTE is taken as 2,080. Converted to minutes, this is 124,800 or 1.25×10^5 minutes.

2. *Circulation*

The method of least squares‡ was applied to circulation data and staffing requirements to accomplish all circulation-related activities, including activities related to reserve materials.[1]

The resulting equation was

$$\mathrm{FTE}_2 = \frac{1{,}003 + .089x}{2{,}080 \text{ hours per FTE year}}$$

where x = total number of items circulated per year.

The number of FTE resulting from this equation is compared with the number of FTEs required to staff the circulation desk with one person for every hour the library is open. For some of the small units, this latter figure is larger than the formula requirement, and the larger figure is used.

3. *Volumes Added*

Although the units do not do their own cataloging, there is work load involved in bibliographic searching, filing, and physical preparation for volumes added. Again, the method of least squares was applied, using data on FTE hours required for the tasks and the number of volumes added. The formula was

$$\mathrm{FTE}_3 = \frac{686 + .42y}{2{,}080 \text{ hours per FTE year}}$$

where y = number of volumes added per year.

4. *Serial Titles Maintained*

The work load connected with serial maintenance versus number of serials maintained resulted in the following equation when the least squares method was applied:

$$\mathrm{FTE}_4 = \frac{229 + .62y}{2{,}080 \text{ hours per FTE year}}$$

5. *Service Points*

Dividing the hours the separate reserve

‡The theory and application of the method of least squares can be found in most applied statistics texts. See, for example, chapter 17 of Yule and Kendall (1940) for an extended and classic discussion. In this case the dependent variable was staff hours required as reported by the seventeen units, the independent variable was items circulated as reported by the same units.

rooms, audiovisual centers, etc., are open per year by 2,080 results in the number of FTEs required for these extra stations.

$$FTE_5 = \frac{\text{hours/years}}{\text{2,080 hours per FTE year}}$$

6. *Reference Activity*

For every hour open, a unit is given one hour of reference support except in the cases of the smallest units, where reference queries are initiated at the circulation desk.

$$FTE_6 = \frac{\text{hours/year}}{\text{2,080 hours per FTE year}}$$

7. *Material Records Entered into CLSI*

For the two large units that utilize CLSI, every item record entered into the database increases the allocation by 1.2×10^{-5} FTE. This figure is based on an average entry time of 1.5 minutes per record.

8. *Patron Records Entered into CLSI*

A time allotment of one minute is assumed for each patron record entered. This represents 8.0×10^{-6} FTE per entry.

9. *Online Bibliographic Searches**

For those units that provide their own reference searches, a flat 10 percent of their reference allocation is added to their total: $FTE_9 = .10\ (FTE_6)$.

Once these formulas have been applied, the staffing for each unit can be summarized by the following expression.

$$FTE = 1.26\left[\sum_{i}^{9} FTE_i\right]$$

where the constant, 1.26, accounts for management (20 percent) and collection development (6 percent).

Finally, since the sum of the units' formula allocations will always be somewhat more or less than the amount of money available for student assistance, each unit's percentage of the total is calculated. This percentage is then applied to the real dollars available, and this is the amount actually allocated to the unit.

*Online services are growing in the UCLA system. The current approach of adding 10 percent to the reference allocation will be revised once enough units have implemented the services that some reasonable allocation measure can be derived.

Illustration

One medium-sized unit's data, slightly altered, for 1979–80 is shown in table 1. It should be noted that this unit has a shelving time weight of 1.25, it has no extra service points and does not utilize CLSI.

The total calculated public service FTE requirement for this unit is 10.28. When the management and collection development factor is included, the *total* FTE required is 13.0. This library unit employs four librarians and five library assistants, so the student assistance allocation ideally should supply the equivalent of 4.0 full-time workers. When this FTE requirement is multiplied by the average student FTE salary of $9,984, this minimum "ideal" allotment is $39,936. As it turns out, $39,936 is 6 percent of the total of all units' ideal allocations. For purposes of illustration, if the pot of money available is set at $600,000, the unit would receive $36,000 for 1980–81.

Advantages of the Formula Approach

There is nothing subjective or mysterious about the allocation procedure. The figures on which the allocations are based are public, the formulas have been explained to unit heads. The allocations for all units are published. Public service is emphasized in the formula. There are rewards for good service to patrons (at least as far as these variables can measure service), and it is anticipated that

TABLE 1

Illustrative Library Unit
Data for Calculation of
1980–81 Student Assistance Allocation

Category	1979–80 Statistics	Calculated FTE
1 Items shelved	255,536	2.6
2 Items circulated	80,129	3.9
3 Volumes added	3,039	0.9
4 Serials maintained	2,664	0.9
5 Extra service points	0	0
6 Hours open	3,649	1.8
7 CLSI material records	0	0
8 CLSI patron records	0	0
9 Online searching	yes	0.18

when the formula is revised, even more service areas will be included.

Finally, there is the ease of application and of revision. For example, the appropriate least square equations can be recalculated when automation is in force for serials processing without essentially altering the formula.

Problems with the Formula Approach

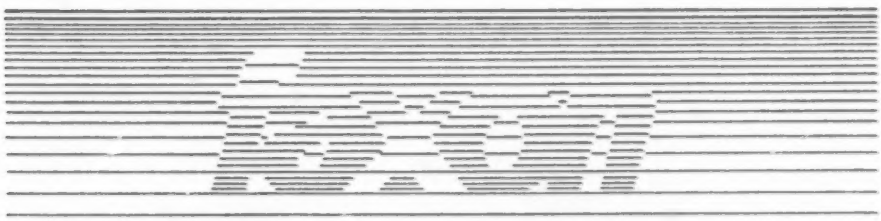
There is currently an oversimplification of the FTE required for reference services. The formula does not take into account the quality of such services or the real quantity of work in units of greatly varying sizes. This area, along with some adjustment for online services, needs refinement.

The allocations are based on the previous year's record of basic services, and hence no expansion is built into the formula. This criticism is really more a function of total funding, since if more money were available than the sum of the basic allocations, every unit would receive a fair share of the excess.

Another problem with the year-to-year approach, however, is that no allowance is made for artificial peaks and valleys in the work areas. So far this has not been an issue, but it is conceivable that circulation or volume growth could fluctuate abnormally, and this would affect the following year's allocation. Obviously this would be apparent when figures from the preceding year were examined, and adjustments would be made. Theoretically, a running average of data could be used once the formula has been applied for several years.

The allocations depend on the accuracy of the statistics, and in some cases over the two years inaccuracies have been noted. However, these have been due to underreporting and have been corrected as they have been discovered.

The biggest criticism is that the formula does not allow for differences among units. In most cases, it can be safely assumed that the real deviations balance themselves. However, it is true that this is not always the case. In one unit, for example, recordings make up a substantial part of the collection but have not been included in "volumes added"—this



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is an oversight that continued for two years and has only recently been realized. There may be other examples of this type, and they will be corrected as they are uncovered.

Conclusion

The formula approach as it is applied here at UCLA can be adapted to other similar academic systems as well as to quite different operations, such as public library systems. It is a fairly simple and straightforward solution to the problem of dispersing funds, and it works well if it is viewed as a dynamic approach that can be changed or modified to accommodate new information or different tasks.

It is anticipated that the UCLA public services formula will undergo changes after the three-year initial period of its implementation; some of the areas that will be altered have already been mentioned. Down the road is a technical services personnel formula that will be developed after automation is fully established.

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CLIFFORD H. HAKA AND NANCY URSERY

University Faculties and Library Lending Codes: A Survey and Analysis

The concept of holding patrons responsible for the return of books checked out from a collection is basic to libraries. The implementation of this principle is difficult in the case of borrowing privileges for university faculty members.

During the past two years the University of Kansas, Lawrence, has implemented a new lending code that provides for the assessment of penalties on faculty members. The code, although approved through university governance channels, has precipitated furious and continuing debate. Disgruntled faculty members opposed to the code have argued that such penalties are not imposed on their counterparts at other institutions. Believing this not to be the case but failing in an attempt to locate counterevidence, the circulation staff surveyed the ninety-eight members of the Association of Research Libraries that have faculties. The results of the survey are reported below.

In April 1980, the following questionnaire was sent to the ARL academic library members.

Clifford H. Haka is circulation librarian and Nancy Ursery is former circulation supervisor, University of Kansas Libraries, Lawrence.

1. Are faculty members subject to fines for overdue materials?
   ( ) Yes ( ) No
2. Are other or additional measures employed to encourage return?
   ( ) Yes (If yes, please explain) ( ) No
3. Are faculty members subject to fines for nonresponse to recall notices?
   ( ) Yes ( ) No
4. Are other or additional measures employed to encourage response?
   ( ) Yes (If yes, please explain) ( ) No
5. If fines are levied, are procedures available to ensure payment?
   ( ) Yes (If yes, please explain) ( ) No
6. Are there other cases where penalties or restraints of any sort are levied against faculty?
   ( ) Yes (If yes, please explain) ( ) No

Information from eight institutions that had not responded by August 1, 1980, was obtained via telephone, thereby completing the responses for all ninety-eight libraries.

Initial inspection of the completed questionnaires indicated a need for more precise definitions of what constituted positive and negative replies.

Questions 1 and 3—In many instances respondents indicated that a fine was levied for nonreturn of regularly circulating or recalled

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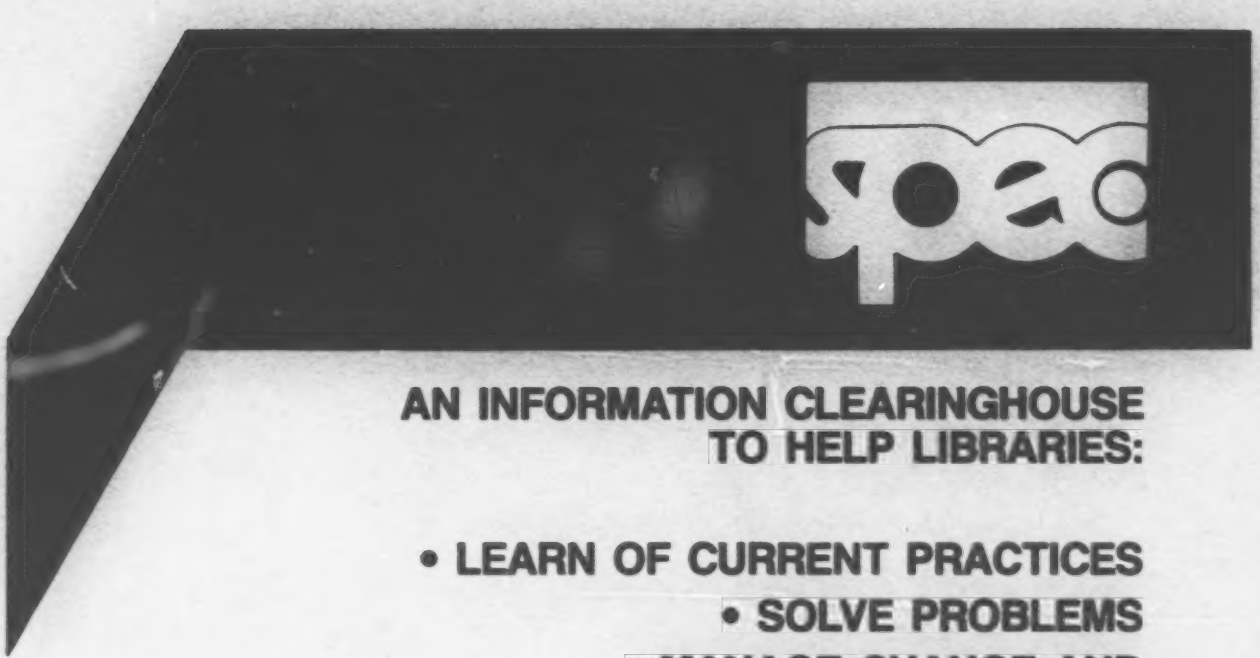

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